



Architectural Standards Self-Audit

This self-audit is a tool providing each homeowner the opportunity to recognize any external modifications requiring Architectural Review Committee (ARC) approval, as well as the opportunity to address them before they could be cited. No record of the self-audit is kept by the homeowners' association or the management company, Community Partners; it is merely a mechanism for homeowner identification of potential violations. Citations could result in removal, remodeling, violation charges, and until the situation is resolved, a buyer may choose to delay the home closing. (**Note 1**, below.)

The Milestone Architectural Standards, as well as Architectural Change Applications are both available on our website, www.milestonecommunity.com under the "Architectural" tab. For any questions, please contact the site office.

The office is open Monday-Friday, 9AM-2PM.

Office phone number: 804-550-4656.

Site manager email: manager@milestonecommunity.com.

How can I effectively perform my own audit?

Each category in the self-audit has a brief description and a list of items to consider. This checklist is certainly not inclusive of every possible standard so if you have any questions about a modification or standard, please contact the site office. Walking your property outdoors is highly recommended as you accomplish the self-audit to preclude overlooking a previously completed project.

Instructions:

1. Category by category, place a checkmark in the "Yes" box for each applicable item.
2. After you complete the self-audit, review your ARC files and place a checkmark in the "ARC" box by each of the items of which you have received ARC approval.
3. Place a checkmark in the "No" box for any item you have not received ARC approval. It is strongly recommended you submit an ARC request for each of these items before it could be cited.
4. If the item was on your property when you purchased your home, place a check in the "???" box and feel free to contact the office for information. ARC records are kept with the property address throughout all re-sales.

5. Keep this audit in your files and feel free to contact the office if you have any questions.

Note 1:

The [Virginia Property Owners' Association Act](#) requires that a “disclosure packet” is delivered to the buyers of any home in any HOA in Virginia. Among the required contents is *“a statement that any improvement or alteration made to the lot, or uses made of the lot or common area assigned to such lot, is or is not in violation of the declaration, bylaws, rules and regulations, architectural guidelines, and articles of incorporation, if any, of the association”*

[§ 55.1-1809. Contents of association disclosure packet, A.9.]

<https://law.lis.virginia.gov/vacode/55.1-1809/>

Accordingly, the management company conducts a presale ARC compliance inspection. Architectural changes without approval discovered during the pre-sale inspection are communicated to the seller to reconcile: provide proof of ARC approval (missing or incomplete association records) or request “after-the-fact” approval which may or may not be approved as requested on the critical timeline needed for a home sale.

Milestone ARC Compliance Self-Audit

Homeowner: _____
Address: _____
Date of audit: _____

Legend for checkboxes

Yes = item applies to your property

ARC = you have received ARC approval for this item

No = you do not have ARC approval for this item

?? = the item was there when you purchased your home and you do not know if it was ARC approved

Other = any type of items not listed

1. ACCESSORY BUILDINGS - If you have any building structures other than your house, each structure is required to have ARC approval. Any changes to these structures require ARC approval as well. Check "yes" for each that applies.

Yes	ARC	No	??	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shed is same color and style of house, no barn doors, and in approved location
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shed siding & roof shingles matches style & configuration on house
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shed siding is horizontal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gazebo
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Playhouse
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

2. ADDITION - Does your home have any External additions? Check "yes" by each that applies.

Yes	ARC	No	??	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Room
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Garage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sun Room
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Porch
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deck (if different than seen on property plat)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Screened-in porch
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Patio
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

3. DRIVEWAY – Loose gravel or stone driveways are expressly prohibited. Please check "yes" by the applicable driveway type.

Yes	ARC	No	??	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brick, exposed aggregate, concrete or asphalt only
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extension, must match existing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____ (if different than seen on property plat)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4. FENCING – All fencing requires ARC approval. Please place a check in the “yes” box of applicable item.

Yes	ARC	No	??	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Addition to existing fencing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Painted or stained
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Replaced same style with different material (i.e. replacing wood with vinyl)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Changed the style
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscaped. If fencing runs parallel & in close proximity (within 15') of the main roads, trees/shrubs are required to be planted on the road side of the fencing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

5. HVAC – No part of the HVAC system is to be seen from the road(s). You do not need ARC approval for these suggestions; however, if your HVAC system is visible from the road, your home is out of compliance until it is corrected. Check “yes” by the item that applies.

Yes	ARC	No	??	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Screen with finished lattice/fencing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New/replacement units taller than screening
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Screen with plantings/ shrubs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Window unit
				Other _____

6. LANDSCAPING/YARD – Place a check by “yes” of all that apply.

Yes	ARC	No	??	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Irrigation System
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Irrigation pump unit is visible (if yes, the unit needs to be screened)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalk has been changed from original
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Patio (any material)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permanent fountain
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permanent pond
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permanent foot bridge
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permanent edging (i.e., cemented)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plantings used for screening or privacy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Ground Pool
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hot Tub
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Firepit
				Other _____

7. MAILBOX – Check “yes” by all that apply to your mailbox. If you can not answer “yes” to each item, you need to correct in order to be ARC compliant.

Yes	ARC	No	??	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	White post/crossarm with black mailbox
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	House numbers black
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Level (no leaning)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sturdy (does not wobble if shaken)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paint intact, no peeling
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No wood rot visible, no splintering, no splitting

8. PAINT – Check “yes” to any of the items below that you have been painted a different color.

Yes	ARC	No	??	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	House
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trim
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shutter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	External Doors (front, back, side)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Porch railings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Porch or Deck flooring
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Garage Door
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accessory Building, doors, and trim
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

9. REMODELING – Any exterior modifications to your home, need ARC approval. Check “yes” to all modifications that apply to your home:

Yes	ARC	No	??	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storm door
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Light fixtures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Garage Door replacement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Garage door redesign
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gutters and downspouts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

10.REPAIRS – Check “yes” by each item that applies. ARC approval is necessary if you make repairs by replacing with a different style, different color, or in some cases, changes of material. Normal repairs with the same material/style/color typically do not require ARC approval.

Yes	ARC	No	??	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof shingles (entire roof to be same style and color)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vinyl siding is consistent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shutter replacement is same as replaced
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

11. TRASH RECEPTACLES – Other than on trash pick-up day, if you can see your trash receptacles from the road, you are not in compliance. Check “yes” by your situation.

Yes	ARC	No	??	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Screened with finished lattice
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Screened with shrubs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	My trash receptacles are not kept outside
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

12. GENERAL PROPERTY CHECK – Check “yes” by each item that applies. ARC approval is NOT necessary but these items are inspected during the May annual inspection each year. The items listed are the most common issues.

Yes	ARC	No	??	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power wash house to remove mold/mildew/stains
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gutter cleaning to remove leaves/debris
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lawn care/excessive weeds in yard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Improper storage (things left in driveway or front yards)