

Raven Pointe Homeowners' Association

PO Box 1701
Winchester, Virginia 22604

Raven Pointe Guidelines for Home Improvement Projects

The Deed of Dedication covering Lots in the Raven Pointe Subdivision gives the authority to the Board to approve or reject proposed home improvement projects, consistent with the restrictive covenants contained in the Deed of Dedication. The Board strives to work with Lot Owners to insure the successful completion of projects within the limits of the covenants. Because the Board receives several requests for approval during a year, the intention here is to provide some guidelines for submitting requests for approval. By following these suggestions, Lot Owners can expedite the approval process.

Lot Owners who seek project approval should first review the Deed of Dedication, specifically Section 16 of Article VII, which states:

“No building, structure, addition or exterior alteration (including basketball backboards, rims and nets) or improvements of any character, shall be constructed on any Lot or dwelling located thereon, unless the “plan” of construction, including quality of workmanship, design, colors and materials including siding specifications shall have been approved in writing by the DECLARANT or in the event that Declarant so delegates then by Raven Pointe Homeowners Association, as being in harmony with the whole single family section and especially the adjoining single family residential properties.”

Typically, the Board will require the following:

1. A written request from the Lot Owner requesting approval, along with a general description of the project. The request should be directed to the Chairman of the HOA Board.
2. A copy of engineering plans, if any, and, where possible, a picture or illustration of the project should be provided. Such plans should provide the specifications of any and all materials to be used in full compliance with Frederick County building codes.
3. A written assurance that any and all permits required by the County have been obtained, if applicable.
4. A written assurance (the same email is acceptable for all assurances) that the construction will be within the setback lines on the Lot.
5. A written assurance, that the Lot Owner accepts responsibility for any damage that might be caused to neighboring properties during construction.
6. A written assurance, that the Lot Owner has been in contact with the homeowners of adjoining properties and the construction project maintains the existing harmony of the neighborhood.
7. A written assurance from the construction contractor (if applicable), that the construction will have no impact on the flow of storm water through the Lot Owners property or on any other Drainage and Utility easements referred to in Art. VII, Section 12 of the Deed of Dedication.
8. A date by which approval is required or sought.

The Board will move as promptly as possible to make a decision.