

# Civic Association of Hollin Hills Special DRC Community Survey

## General

1. How many years have you lived in Hollin Hills? \_\_\_\_\_ Years
2. Are you aware that Hollin Hills has a design review process that all homeowners must complete before starting an external addition/renovation to their house or property?  
Yes                      No
3. Are you aware that the Civic Association of Hollin Hills (CAHH) Design Review Committee is given its authority to conduct this process by the Hollin Hills Covenants (included in the deed to your property)?  
Yes                      No                      Not Sure
4. Are you aware that the design review process that is to be followed by the Design Review Committee is governed by Design Review Guidelines, which have been approved by the Hollin Hills community?  
Yes                      No                      Not Sure



## Neighbor Notification Process

*Under the Design Review Guidelines, a homeowner submitting a proposed addition/renovation must provide, by postcard or letter to his or her adjacent (contiguous) neighbors and those directly across the street, a brief description of the scope of the project, its location and the date it will be reviewed at least three days prior to the Design Review Committee's review. This notice "is simply to inform the neighbors and provide them with the opportunity to voice an opinion if they have one." This process is called **neighbor notification**.*

5. Are you aware of the neighbor notification process as described above?  
Yes                      No
6. Have you ever been notified by a neighbor about a proposed addition/renovation?  
Yes                      No
7. Instead of writing their own brief description, should homeowners be required to use a standard addition/renovation form as part of the neighbor notification process?  
Yes                      No                      No Opinion

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### Neighbor Notification Process (con't.)

8. Currently, neighbor notification is done after the addition/renovation project has been formally presented to the Design Review Committee at least once. Do you think that the current process allows sufficient time and opportunity for neighbors to voice their opinions to the committee?

Yes                      No                      No Opinion

*Currently, the Design Review Guidelines make no distinctions between **major additions/renovations**, such as complete replacement of an existing house or adding a second story, and **minor renovations**, such as replacing windows. The next set of questions concerns the neighbor notification process for major vs. minor changes.*

9. **A. When should neighbor notification be done for *major additions/renovations*? (Circle all times that notification should occur)**
- B. When should it be done for *minor renovations*? (Circle all times that notification should occur)**

NEIGHBOR NOTIFICATION SHOULD BE DONE:	QUESTION 9 A MAJOR ADDITIONS/ RENOVATIONS	QUESTION 9 B MINOR RENOVATIONS
A. As soon as a homeowner is thinking about discussing a change with the Design Review Committee	1	1
B. Three days before the <i>first</i> meeting with the Design Review Committee to discuss proposed changes	2	2
C. Three days before meeting with the DRC to present <i>formal proposed plans</i> for approval (this could be the same meeting as described in B or it could be a subsequent meeting)	3	3
D. A short period of time after receiving <i>initial</i> DRC approval. NOTE: <i>Final</i> DRC approval is contingent upon completing the neighbor notification process (THIS IS THE CURRENT PRACTICE)	4	4
E. Whenever any <i>significant</i> changes are to be made after the Design Review Committee has approved the build out plan	5	5
F. Other time(s) in the process ( _____ _____ _____ )	6	6

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**Neighbor Notification Process (con't).**

**10. A. Do you think that enough neighbors are to be notified of a change under the current Guidelines or do you think more should be notified for *major additions/renovations*? (Circle only one)**

**B. Do you think that enough neighbors are to be notified of a change under the current Guidelines or do you think more should be notified for *minor renovations*? (Circle only one)**

OF NEIGHBORS TO BE NOTIFIED OF A CHANGE	QUESTION 10 A MAJOR ADDITIONS/ RENOVATIONS	QUESTION 10 B MINOR RENOVATIONS
A. Enough neighbors are to be notified under current Guidelines	1	1
B. More should be notified—that is, any neighbors who can see the addition/renovation from their homes should be notified	2	2
C. More should be notified—that is, all Hollin Hills residents should be notified by an inexpensive means, such as an announcement on the community Website	3	3

**11. In your opinion, should the Design Review Committee resolve *all* issues that arise through the neighbor notification process prior to issuing final approval of any build-out plan? (Circle only one)**

- A. Yes, DRC should resolve *all* issues related to any major or minor additions/renovations.
- B. No, DRC should resolve *all* issues related *only* to *major* additions/renovations
- C. No, DRC should not have to resolve *all* issues related to major or minor additions/renovations, only issues that are within the scope of the Guidelines
- D. No opinion

**Please provide any additional thoughts you have on the *neighbor notification process* on page 11.**

## Civic Association of Hollin Hills Special DRC Community Survey

### The Design Review Process

12. Based on your understanding, which of the following changes currently require approval from the Design Review Committee? (Circle one per item)

TYPE OF CHANGE	REQUIRES APPROVAL	DOES NOT REQUIRE APPROVAL	IT DEPENDS (PLEASE EXPLAIN ANSWER)	DON'T KNOW
A. Replace entire house with new construction	1	2	3(_____)	4
B. Adding a second story	1	2	3(_____)	4
C. Adding rooms at ground level	1	2	3(_____)	4
D. Any exterior alteration	1	2	3(_____)	4
E. Any interior alteration	1	2	3(_____)	4
F. Replace roof	1	2	3(_____)	4
G. Adding a deck	1	2	3(_____)	4
H. Adding a pool	1	2	3(_____)	4
I. Kitchen renovations	1	2	3(_____)	4
J. Adding a fence	1	2	3(_____)	4
K. Expanding a bathroom (inside house)	1	2	3(_____)	4
L. Adding a bathroom (enlarges house)	1	2	3(_____)	4
M. Adding a shed or detached structure	1	2	3(_____)	4
N. Replacing windows	1	2	3(_____)	4

*The Design Review Guidelines state that **harmony and conformity** with existing structures are to be considered in the review process. Any decision about a proposed addition or renovation should take account of “both the design similarities and the design dissimilarities that have existed in our community from the beginning.” It is important to consider whether or not a design feature is widespread (“occurs...in a significant percentage of Hollin Hill homes”) when making a judgment about conformity and harmony.*

13. In your opinion, is the above guidance about harmony and conformity sufficient as is or should it be more specific?

Sufficient as is

Should be more specific

No Opinion

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**Design Review Process (con't.)**

**14. To what extent should the original Goodman external design features (siting to preserve open space and views, rooflines, window walls, chimney, gutters, siding, proportion of materials, etc.) be factored into any DRC decisions about conformity and harmony? (Circle only one)**

- A. All original Goodman design elements should be preserved to the maximum extent possible
- B. Goodman external design features should be used as a reference base, but should permit minor variations for reasons of convenience and individual taste
- C. Combinations of Goodman and contemporary or modern design features should be allowed consistent with harmony and conformity standards
- D. Any contemporary or modern design features should be allowed consistent with harmony and conformity standards
- E. No Goodman design restrictions should be imposed on conformity and harmony decisions

**15. Should the review process be changed to *require* the Design Review Committee to visit a homeowner's premises during construction to see if the addition/renovation that is being built is in accord with the approved plans?**

- Yes                      No                      No Opinion

**16. Have you ever submitted a proposal for an addition or renovation to the Design Review Committee?**

- Yes                      No

**Please provide any additional thoughts you have on the *design review process* on page 11.**

**Design Review Guidelines**

**17. Have you read the Hollin Hills Design Review Guidelines (in the Hollin Hills Directory or online at the Hollin Hills Website, [www.hollinhills.org](http://www.hollinhills.org))?**

- Yes (Go to question 18)                      No (Go to question 19)

**Civic Association of Hollin Hills Special DRC Community Survey**

**Design Review Guidelines (con't.)**

**18. If you have read the Design Review Guidelines, do they communicate clearly about the following issues? (Circle one per item)**

	YES	NO	NO OPINION
A. What projects need Design Review Committee approval?	1	2	3
B. What the procedure is for seeking and receiving approval?	1	2	3
C. What are specific design considerations (e.g., type of siding)?	1	2	3
D. Who may serve on the Design Review Committee?	1	2	3
E. What is the appeal process regarding a Design Review Committee's decision?	1	2	3

**19. The current Design Review Guidelines give general directions to homeowners for planning additions and renovations, and to the DRC for evaluating them with regard to specific design and siting issues.**

**In your opinion, are the current Design Review Guidelines okay as they are now or should they to be *more specific* in the following areas?**

AREAS ADDRESSED BY CURRENT DESIGN REVIEW GUIDELINES	GUIDELINES OKAY AS THEY ARE NOW	GUIDELINES SHOULD BE MORE SPECIFIC	NO OPINION	2 MOST IMPORTANT CHANGES (✓)
A. Window wall designs	1	2	3	
B. Roof line designs	1	2	3	
C. Roof edge designs	1	2	3	
D. Guttering design	1	2	3	
E. Chimney wall design	1	2	3	
F. Types of exterior wall sidings	1	2	3	
G. House trim details	1	2	3	
H. Construction materials	1	2	3	
I. Exterior paint colors	1	2	3	
J. Overall size of house	1	2	3	
K. Exterior features (lighting, sheds, patios, car storage)	1	2	3	
L. Orientation with regard to neighbor sight lines	1	2	3	
M. Orientation with regard to neighbor privacy	1	2	3	

**If there are more that 2 areas above in which you feel the Guidelines should be more specific, please put a “✓” next to the 2 areas you consider *most important*.**

**Civic Association of Hollin Hills Special DRC Community Survey**

**Design Review Guidelines (con't.)**

**20. Some areas are not currently addressed by the Design Review Guidelines. In your opinion, are Design Review Guidelines needed to provide direction in the following areas?**

**For each area you think should be addressed, should the Guidelines be *prescriptive* (specific requirements to be met), *performance* (more general direction and standards), or a *combination* of both prescriptive and performance guidelines?**

AREAS NOT ADDRESSED BY CURRENT DESIGN REVIEW GUIDELINES	GUIDELINES ARE NEEDED IN THIS AREA	IF NEEDED, GUIDELINE SHOULD BE:			2 MOST IMPORTANT AREAS WHERE GUIDELINES NEEDED (✓)
		SPECIFIC, PRESCRIP-TIVE	DIRECTIONAL, PERFORMANCE	COMBI-NATION	
A. Design of a complete replacement of an existing house	1	1	2	3	
B. An addition that significantly changes the external appearance of the original house	2	1	2	3	
C. Adding an additional story	3	1	2	3	
D. Maximum number of stories of a house	4	1	2	3	
E. Maximum height of house	5	1	2	3	
F. Maximum footprint of house	6	1	2	3	
G. Maximum ratio of house size to property size	7	1	2	3	
H. Maximum square footage of house	8	1	2	3	
I. Other ( _____ _____ )	9	1	2	3	
J. No new areas need to be addressed by the Design Review Guidelines	10				

**If there are more than 2 areas above in which you feel the Guidelines are needed, please put a “✓” next to the 2 areas you consider *most important*.**

**Please provide any additional thoughts you have on the *Design Review Guidelines* on page 11.**

**Design Review Committee Meetings**

**21. Should the monthly Design Review Committee meeting agendas be available to all Hollin Hills homeowners and residents prior to the meeting?**

Yes                      No                      No Opinion

**If yes, how far in advance should the agenda be made available? (Circle only one)**

3 days                      7 days                      14 days                      Other ( \_\_\_\_\_ )

**Civic Association of Hollin Hills Special DRC Community Survey**

**Design Review Committee Meetings (con't.)**

**22. Should any Hollin Hills resident be allowed to attend the monthly Design Review Committee meetings to voice opinions about the additions and renovations being discussed at that meeting?**

Yes                      No                      No Opinion

**23. Should a homeowner who is contemplating an addition or renovation be allowed to request a private meeting with the Design Review Committee for very preliminary, informal, fact-finding discussions—that is, to meet privately even prior to submitting a proposal or doing neighbor notification?**

Yes                      No                      No Opinion

**24. Should a homeowner who has submitted a proposal and whose proposal is on the DRC's meeting agenda be allowed to request a private meeting with the Design Review Committee, provided that the discussion is reported on publicly by the DRC?**

Yes                      No                      No Opinion

**25. Should Design Review Committee members be allowed to submit plans for major additions or renovations to the DRC during their terms of service, if they recuse themselves from the decision?**

Yes                      No                      No Opinion

**26. Should CAHH Board members be allowed to submit plans for major additions or renovations to the DRC during their terms of service?**

Yes                      No                      No Opinion

**27. Should the Design Review Committee issue a report beyond what is currently posted in the Hollin Hills Bulletin about approved additions/renovations after each monthly meeting?**

Yes                      No                      No Opinion

**If yes, how should the report be distributed? (Circle all that apply)**

- A. Regular mail
- B. Hollin Hills Website
- C. Hollin Hills community email

**Civic Association of Hollin Hills Special DRC Community Survey**

**Design Review Committee Meetings (con't.)**

**28. If yes, how soon after the meeting should the Design Review Committee report be available?  
(Circle only one)**

- A. Within one week after the meeting
- B. Within 2 to 3 weeks after the meeting
- C. Other \_\_\_\_\_

**29. Should CAHH fund a part-time position to assist the Design Review Committee volunteers in conducting DRC business?**

- Yes                      No                      No Opinion

**Please provide any additional thoughts you have on the Design Review Committee meetings on the next page.**

**Thank you for completing this survey. Your opinions will help the Civic Association of Hollin Hills improve the design review process. Please return your survey in the enclosed envelope to: Hollin Hills SDRC Survey, McNamara, 2002 Bedford Lane, Alexandria, VA 22307 by no later than January 31, 2007.**

