

FAIRLINGTON VILLAGES, A CONDOMINIUM ASSOCIATION  
GENERAL RESOLUTION NO. GR 05/05/21

**VARIANCE REQUEST - 4814 S. 29<sup>TH</sup> STREET**  
**REMOVE NON-LOAD BEARING WALL AND MOVE LOAD BEARING WALL**

WHEREAS, Virginia Code Title 55.1 Section 1956 (B) allows the Board of Directors to exercise power assigned to the "Unit Owners' Association" by the Act, to the extent permitted by the By-Laws of the Unit Owners Association;

WHEREAS, Article III, Section 2 of the By-Laws assigns the Board of Directors with "all of the powers and duties necessary for the administration of the affairs of the Condominium," and further states that the Board may do all such acts and things as are not by the Act or by the By-Laws directed to be exercised and done by the Unit Owners Association;

WHEREAS, Article XV, Section 1 of the By-Laws states that it shall be prohibited "to make any change or otherwise alter (including any alteration in color) in any manner whatsoever the exterior of any condominium unit...or to make any change or alteration within any condominium unit which will alter the structural integrity of the building or otherwise affect the property, interest or welfare of any other unit owner," without plans and specifications reviewed and approved by the Board of Directors or by an architectural control committee designated by it; and

WHEREAS, the homeowner of a Clarendon II unit has submitted a variance request for approval to remove a non-load bearing wall and move a load-bearing wall in their unit and the Architectural Control Committee, in accordance with the Board's procedures, has reviewed the request and recommends that the request be \_\_\_\_\_.

THEREFORE BE IT RESOLVED, the Board approves the February 25, 2021 variance request from the homeowner at 4814 S. 29<sup>th</sup> Street to remove a non-load bearing wall and move a load bearing wall in their unit, in accordance with the specifications outlined in the attached variance request. Approval is subject to the unit owners' acceptance of responsibility for any damage caused by the approved modifications and indemnification of the Association for all of its costs, judgments and/or expenses, including its attorneys' fees, which may arise from or relate to the approved modifications or to damages or damage claims arising therefrom. Further, the homeowner is responsible for obtaining all building permits, ensuring that the modifications are in accordance with those permits and all applicable building codes.

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Moved by \_\_\_\_\_

Second by \_\_\_\_\_

VOTE \_\_\_\_\_

Approved ( ) Disapproved ( )

Submitted by: Management

Roll Call:

Alvord, Melanie _____	Auston, Jessica _____	Brown, Philip _____
Placek, Terry _____	Reem, Harold _____	Stollof, Edward _____
Straub, Lawrence _____	Joseph Torres _____	Wasowski, Anne _____



Fairlington Villages  
A Condominium Association

MEMORANDUM

TO: Board of Directors  
FROM: Erin Moran, Office Manager  
DATE: April 28, 2021  
RE: New Business A-E

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I have not received the report from the Architectural Control Committee for this month's Variance Requests. Once I receive it, I will complete the resolutions and hand deliver and email copies to everyone.



**PRIMARY CONTACT INFORMATION** (please print):

Owner name(s): Ashley Hutcherson Date: 7-25-21

Property address: 4814 29th St. S Arlington, VA Unit Model: Clarendon III  
22206

Mailing address (if different): \_\_\_\_\_

Daytime phone: 843-532-1114 Home/Cell phone: 843-532-1114 E-mail address: ashley\_hutcherson@hotmail.com

**FOR THE MANAGEMENT OFFICE:**

VARIANCE REQUESTED: remove bearing and non OWNER VERIFIED:

TYPE OF UNIT: \_\_\_\_\_ ENG CERT/DRAWINGS:

AGENDA DATE: 4/15/21 VC RESULT:  APPROVE  DENY

BOD APPROVAL REQUIRED:  YES  NO AGENDA DATE: \_\_\_\_\_

1<sup>st</sup> LTR OWNER: \_\_\_\_\_ 2<sup>nd</sup> LTR OWNER: \_\_\_\_\_ FINAL LETTER: \_\_\_\_\_

A variance request is required when making interior or exterior changes to a unit that are not in accordance with Fairlington Villages policy or by-laws.

<http://www.fairlingtonvillages.com/page/19837-354479/Policies>

<http://www.fairlingtonvillages.com/page/19837-354478/By-Laws>

If uncertain whether a change meets policy or by-laws, contact the Management Office.

**1.0 UNIT OWNER RESPONSIBILITY ACCEPTANCE**

**UNIT OWNER UNDERSTANDS AND AGREES:**

- 1.1. Unit owner must be up to date on all assessments and payments due before a variance request can be considered.
- 1.2. Misrepresentation, written or oral, VOIDs a variance approval.
- 1.3. Work proposed in a Variance Request may not be started until receiving written approval from the Management Office on behalf of the Board of Directors or Architectural Control Committee, as Required.
- 1.4. All work must be done according to:
  - the Variance Approval,
  - the Building Permit,
  - the Rules and Regulations of the Association,
  - local jurisdiction noise, safety, and building code requirements, and
  - best practices for maintaining a safe site in and around the unit, including trash removal and haul away. Trash removal policies:

<http://fairlingtonvillages.com/page/19837-384255/Community-Projects-Renovations>.

- 1.5. All building permits and inspections are, ultimately, owner responsibility, even though a contractor agrees to make these arrangements.
- 1.6. Construction must start within \_\_\_\_\_ days (not to exceed 180 days) of receiving notice of approval from the Management Office or the Variance will be VOID. Extensions may be granted by the Management Office, in writing.
- 1.7. Construction must be completed within \_\_\_\_\_ days (not to exceed 180 days) of beginning construction or the Variance is VOID. Extensions may be granted by the Management Office, in writing.
- 1.8. Owner must notify the Management Office when final approval from the jurisdiction's Building Inspection Service is complete. The Management Office will inspect the finished project to verify that construction agrees with the Variance Request. If interior inspection is required, owner may be present or provide a key to the Management Office, as mutually agreed.

## 2.0 VARIANCE TIMELINE

- 2.1. Submit Variance Requests to the Management Office by the 1st Monday of the month to be included on the Architectural Control Committee agenda for that month.
- 2.2. Architectural Control Committee meetings are held on the 3rd Thursday of each month at 7 PM in The Fairington Villages Community Center, 3001 S Abingdon St. Meetings are OPEN. Please, join us! It helps and should not take long.
- 2.3. Incomplete or inadequate variance requests will be returned via the Management Office with an explanation of what will be needed when resubmitted.
- 2.4. Some Variance Requests require Board of Directors (BOD) approval. The Architectural Control Committee sends all such Requests to the BOD, along with its recommendations.
- 2.5. BOD meetings come on the 1st Wednesday of every month at the Community Center and are OPEN. Even if the Architectural Control Committee recommends NOT approving your request, you may ask the BOD for their approval. The BOD decision is final.
- 2.6. Upon completion of the project, provide owner certification that the project was completed in accordance with the approved Variance to the Management Office.

## 3.0 VARIANCE INFORMATION

Planned date for project start: 3-18-21

Approximate date for project completion: \_\_\_\_\_

*If requesting post-construction approval for a project that did not undergo the required Variance approval process, see section 6.0.*

Variance requested (Check all that apply):

Interior

Changing, modifying, or removing any wall, or any support post and the joist(s) it supports;

All attic space conversions;

All renovations introducing additional plumbing fixtures.

*See section 4.0 for interior variance submission requirements.*

Exterior

Anything altering the exterior appearance of the building, including wall penetrations, cables, pipes, windows, window trim, doors, door trim, steps, and fences.

Any other changes not in accordance with policy

*See section 5.0 for exterior variance submission requirements.*



#### 4.0 INTERIOR VARIANCE DOCUMENTATION

All interior variance requests shall provide the following:

A detailed description of interior improvements/renovation/work, including location:

Remove kitchen - Remove wall between dining room & kitchen. Remove existing cabinets & floors in kitchen. Install new kitchen cabinets, lights & countertops. Install unfinished hardwood floor in kitchen. Bump out wall between kitchen & den. Lower existing ceiling to match kitchen & family room.

Floor plan of your unit clearly marked to show the proposed changes. Show measured and planned dimensions. <http://fairlington.org/homedata.htm> contains floor plans with approximate dimensions.

Color photographs of the area to be changed. Indicate locations of proposed changes on the photographs.

Copy of contractor proposals, commercial literature, and any related information.

#### 4.1 Interior projects requiring Arlington/Alexandria building permit

To determine if work requires a building permit, consult your respective county/city building permit office.

For Arlington address: <https://building.arlingtonva.us/resource/residential-building-permit-application/>

For Alexandria address: <https://www.alexandriava.gov/permitcenter/default.aspx?id=55414>

For projects proposing changes to the interior that require an Arlington/Alexandria building permit, provide the following information with your Variance Request.

An original letter from a Professional Engineer, licensed in Virginia and qualified in structural engineering declaring without qualification that if the project is constructed in accordance with plans, the project will have no effect on the building structural integrity.

A copy of the building permit approval from the county/city.

An owner certification post-construction that the project was completed in accordance with the approved building permit and Variance.

#### 4.2 Interior projects not requiring Arlington/Alexandria building permit

For projects proposing changes to the interior (Changing, modifying, or removing any wall, or any support post and the joist(s) it supports) that do NOT affect the building's structural integrity, provide:

An original letter from a Professional Engineer, licensed in Virginia and qualified in structural engineering declaring without qualification that if the project is constructed in accordance with plans, the project will have no effect on the building structural integrity.

An owner certification post-construction that the project was completed in accordance with the approved Variance.

I/we agree to be personally responsible to the Association and to any other unit owner for all damage caused by or arising from the Project and to indemnify the Association for all of its costs, judgments, and/or expenses, including actual attorney's fees, arising from or relating to the Project.

I/we agree that, if approved, the Project will be completed in accordance with the Variance received.

I/we have read and understand the requirements and guidelines provided by the Association.

Signed: Ashley M. Hutchinson Date: 3-18-21

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### 8.0 PROJECT COMPLETION VERIFICATION

After the project is completed, the unit owner must certify that the work was completed in accordance with the approved Variance and Building Permit (if applicable).

Provide color photographs showing the completed work.

Provide copy of any building permit inspections or completion documentation (if applicable).

I/we, owners of the referenced unit, certify to the Architectural Control Committee and the Board of Directors that the requested changes/modifications/additions/improvements (the Project) were completed in accordance with the approved Variance Request.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



### **Contract for Ashley Hutcherson**

This proposal upon acceptance by signature(s) will be considered a contract for services herein described. This contract is in reference to property located at 4814 29th street south Arlington VA 22206

## **KITCHEN**

1. Completely renovate kitchen
2. Remove walls between dining room and kitchen
3. Remove existing cabinets, floors and walls
4. Install new kitchen cabinets, lights and countertop
5. Install backsplash
6. Paint
7. Install unfinished hardwood floors in kitchen
8. Reuse and reinstall appliances - microwave, oven/stove, refrigerator etc.

**Material budget for the kitchen is \$15000 (labor is \$11,000). Anything purchased over the \$15000 budget will be added to the final invoice**

## **DINING ROOM**

1. Install 4 recessed lights in the dining room
2. Lower existing ceiling to match kitchen and family room



**FAMILY ROOM**

1. Remove popcorn and smooth family room ceiling
2. Paint

**BASEMENT LAUNDRY**

1. Remove washer and dryer to small room in front of the bathroom
2. Move plumbing, electrical and duct vent
3. Remove existing floor and install vinyl floor

**PAINT**

1. Paint stairs
2. Paint hallway
3. Paint small bedroom
4. Paint master bedroom
5. Paint master bathroom

**Total Cost to complete the work specified above: \$35,350- CASH/CHECK ONLY**

**Change Order (Mid-Performance Amendments)**

- The homeowner recognizes that the original estimate/invoice may need to be amended due to unforeseen events or factors unknown to FW&D at the time when the contract was made
- The homeowner may desire a mid-job change in the specification that would add cost to the specified work

**Payment**

25% down payment with signing of the contract (cash/check only) 25% after the first week and the balance upon completion. A finance charge of 2% per month will be charged to all past due balances.

*If conditions exist that require repair beyond the scope of this proposal, the work will be determined between the FW&D Representative and the Homeowner and will be done at an additional cost.*

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Ashley M. Hutcherson Date 2/5/21

Ashley Hutcherson

Mauricio Gallegos Date 2/3/2021

Maurice Gallegos, FW&D Owner

***This proposal may be withdrawn by us if not accepted within 14 days.***

Fairlington Window & Door / SAA & C Contracting LLC

• (703) 933-8900 • info@fairwd.com •

4703 Upland Drive Alexandria VA 22310

# ARLINGTON COUNTY, VIRGINIA

2100 Clarendon Boulevard, Arlington, VA 22201



**ARLINGTON**  
VIRGINIA

Approved: 3/8/2021  
Subject to field inspection  
B2100450

3/8/2021

**PERMIT SUMMARY**

Permit Number	Address	Floor	Unit	Use Group	Sq ft
B2100450	4814 29TH ST S	**	**	Residential, 1-2 Family	500

**ADDITIONAL INFORMATION**

<b>Permit Holder</b>	SAA&C CONTRACTING LLC FAI
<b>Contractor</b>	SAA&C CONTRACTING LLC FAIRLINGTON WINDOWS & DOORS 4703 UPLAND DRIVE, ALEXANDRIA, VA 22310 7035862070
<b>Type of Work</b>	Residential Alteration
<b>Brief Description of Work</b>	UP GRADE KITCHEN REMOVE PARTITION WALL AND OPEN NEW ACCESS TO REFRIGERATOR
<b>Code Cycle</b>	2015

**PLANS APPROVED BY**

Area of Approval	Reviewer Name	Date
ISD - Residential Building	Melvin Allder III	03/01/2021
DES Permit Tech	Jodi-Ann Robinson	03/02/2021
Zoning	William Pearson Jr	03/02/2021

# ARLINGTON COUNTY, VIRGINIA

DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT  
INSPECTION SERVICES DIVISION

# BUILDING PERMIT NOTIFICATION



The permit issued for this property authorizes construction to proceed in accordance with the Virginia Uniform Statewide Building Code and the Arlington County Code Chapter 3 Building Code.

<b>Permit Number</b>	<b>B2100450</b>
<b>Permit Issuance Date</b>	<b>3/8/2021</b>
<b>Property Address</b>	<b>4814 29TH ST S ARL</b>
<b>Project Description</b>	<b>UP GRADE KITCHEN REMOVE PARTITION WALL AND OPEN NEW</b>
<b>Permit Holder</b>	<b>S A A &amp; C CONTRACTING LLC / FAIRLINGTON WINDOW &amp;</b>
<b>Mechanics' Lien Agent</b>	<b>None Designated</b>
<b>Mechanics' Lien Address</b>	<b>N/A</b>
<b>Mechanics' Lien Telephone</b>	<b>N/A</b>
<b>Building Official's Signature</b>	

This notification shall be displayed on the exterior of the construction site, building or premises to be plainly visible from the public way for the duration of the construction project.

New construction of or addition to a residential detached single-family dwelling or accessory structure shall be completed within three years of the date of permit issuance.

## Building Permit

**Permit Number:** B2100450 3/8/2021  
**Permit Holder:** S A A & C CONTRACTING LLC / FAIRLINGTON WINDOW &

The permit holder has permission, according to approved plans, application and restrictions of record to UP GRADE KITCHEN REMOVE PARTITION WALL AND OPEN NEW ACCESS TO REFRIGERATOR.

**Address:** 4814 29TH ST S ARL

**Project Name:** RALT-26840-E

**Floor:** \*\* **Suite:** \*\*

**Permit Holder Phone:**

**Contractor:** S A A & C CONTRACTING LLC / FAIRLINGTON WINDOW &

**Address:** 4703 UPLAND DR ALEXANDRIA, VA

**Phone:** 703.586.2070

**Mechanic's Lien Agent:** None Designated

**Address:**

**Phone:**

<b>Building Permit:</b>	95.00	<b>VA Surtax :</b>	1.90
<b>Zone Review:</b>	132.00	<b>Water/Sewer:</b>	0.00
<b>Damage Prevention:</b>	0.00	<b>Public Works:</b>	0.00
<b>Total Fee:</b>	<b>252.65</b>		

The permit holder is advised that separate permits and permission are required for the use of the right-of-way. This includes placing any object (dumpster, cranes, etc.) in the right-of-way or on the sidewalk, construction of curb cuts (driveway aprons), and moving or removing meters, traffic signs or traffic control devices. Contact the Department of Public Works, Traffic Engineering Division at 703-228-3575.

For new homes and additions: submission of a wall check plat to the Zoning office is required once the foundation walls have been completed, before a framing inspection can occur. Final plats for new homes must be submitted to the Zoning Office prior to issuance of the Certificate of Occupancy.



**To check and schedule your inspections, scan the QR Code or go to our Website:**  
<http://building.arlingtonva.us>

\_\_\_\_\_  
Building Official

### THIS PERMIT MUST BE POSTED ON JOB SITE

**THIS PERMIT SHALL BECOME INVALID IF WORK NOT COMMENCED WITHIN SIX MONTHS FROM DATE OF PERMIT ISSUANCE OR IF AN APPROVED INSPECTION HAS NOT BEEN OBTAINED EVERY SIX (6) MONTHS.**

To schedule an inspection, please call the automated inspection system at 703-228-3700 24 hours/day.

Office hours are between 8 AM and 4:30 PM Monday through Friday.

To Speak to your Inspector call 703-228-3800 between 7 and 7:30 AM.

CALL MISS UTILITY

48 HOURS BEFORE DIGGING

1-800-257-7777

Survey: How are we doing? [www.surveymonkey.com/s/lisdqaacss2014q2](http://www.surveymonkey.com/s/lisdqaacss2014q2)



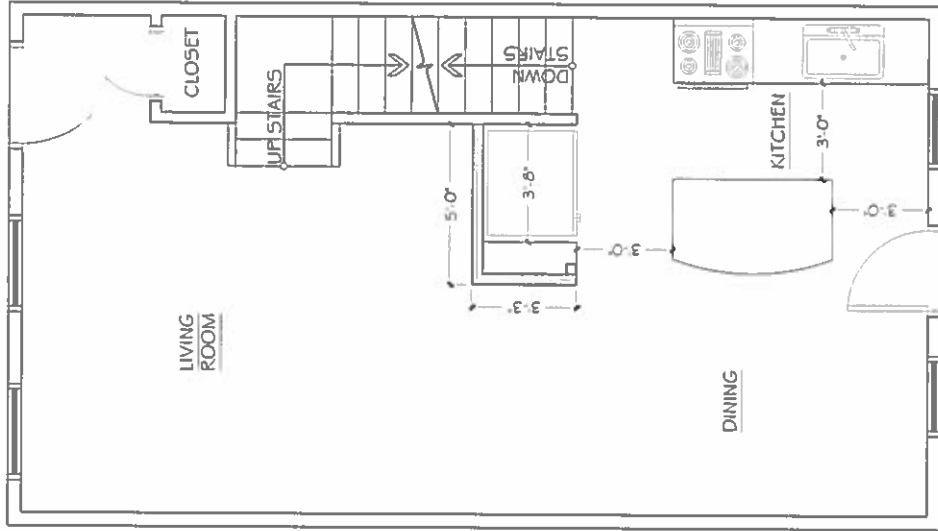
ISSUED FOR REVIEW:  
1. 2.23.2021

HUTCHERSON'S RESIDENCE  
4814 29TH STREET  
ARLINGTON, VA

ARCHITECTURAL  
PLANS

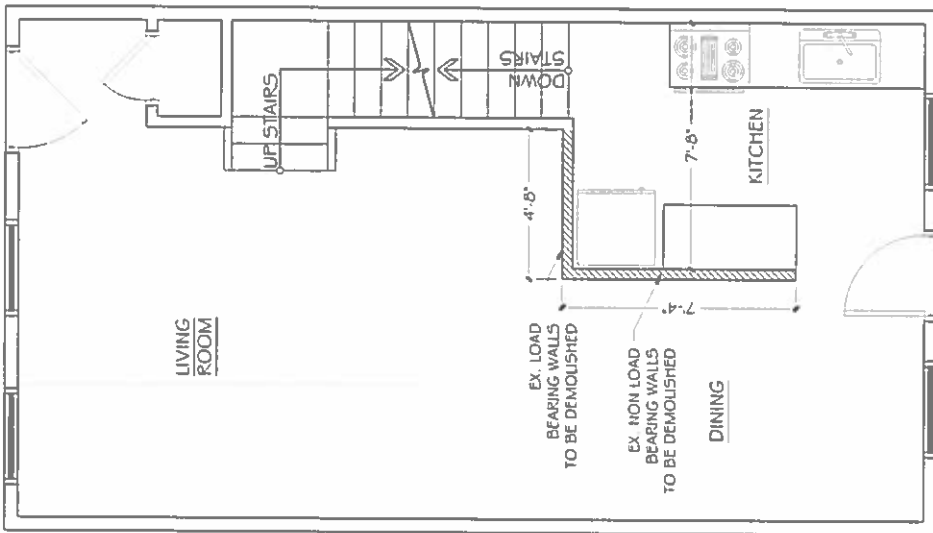
EXISTING &  
PROPOSED FIRST  
FLOOR PLAN

A01



PROPOSED FIRST FLOOR PLAN

SCALE: 3/8"=1'-0"



EXISTING FIRST FLOOR PLAN

SCALE: 3/8"=1'-0"



DocuSigned by:

*Steven R Quinn* 4/21/2021

584B8D50536843A

Response Engineering, PLLC.

Steven R Quinn Professional Engineer

Steven Quinn, P.E.  
Response Engineering, PLLC.  
5514 5<sup>th</sup> St S  
Arlington, VA 22204-1205  
V.A. PE #0402045168

For the property located at:

4814 29th St S  
Arlington, VA 22206

4/21/2021

Dear Fairlington Windows & Doors (FW&D):




I visited the residence at 4814 29<sup>th</sup> St S in Arlington VA, a Clarendon style Fairlington townhouse, to determine if walls between the kitchen and dining room are load bearing.

The wall in question can be removed; it is a partition wall only. There is a structural post at the corner of this wall where it turns perpendicular to the adjacent wall; this post cannot be removed. The drawing package that you submitted to the county is structurally sound and in compliance with Arlington County and the International Residential Code. You can move the wall between the kitchen and living room to accommodate a new refrigerator placement while providing a header to take up the joists that are left unsupported near the stairs.

The main electrical panel was examined as well. The panel is compliant with the National Electrical Code. There is space available in the panel

Regards,

Steven R Quinn, P.E.

X   
Steven Quinn  
Professional Engineer