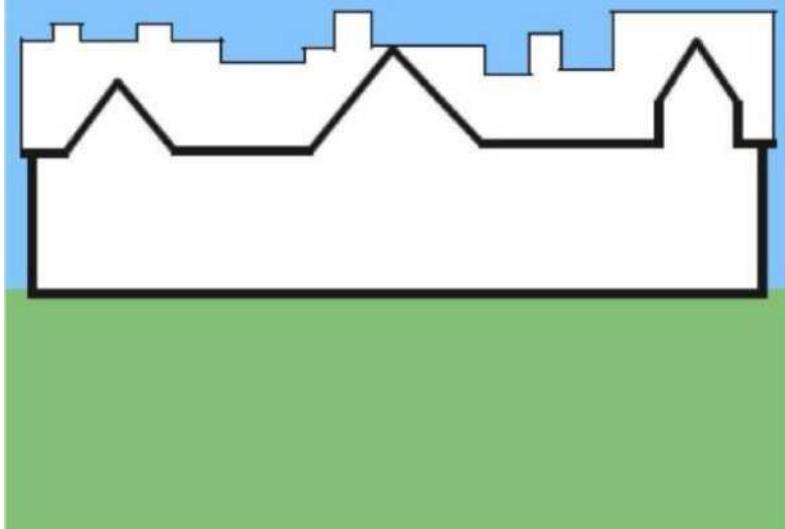


# Architectural Review Guide



**Village of Shadyside**  
March 2018  
Revised Dec 2020

## **Architectural Review Committee Guiding Principles**

*To protect and preserve the value of our property*

*To maintain a high degree of consistency with the original design of  
our property and among the individual units*

*To place the interests of our collective community at a higher  
priority than those of individual unit owners*

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## **Why do we need Architectural Reviews?**

For most residents of the Village of Shadyside, our homes are among our most significant investments. One way to protect the value of our investment is to ensure that we maintain the distinctive appearance of our community. The purpose of the architectural review process is to ensure that all additions, modifications and alterations to the exterior of units are consistent with the established architectural style of the Village of Shadyside in accordance with the Guiding Principles of the Architectural Review Committee.

## **When is an architectural review required?**

An architectural review is required when you are planning to make any changes that affect the exterior appearance of your townhome or condominium, *including replacement of existing elements*. Examples of items that require an architectural review include, but are not limited to, the following:

- Additions
- Deck enclosures and sunrooms
- New and replacement windows
- New and replacement entry, balcony, deck and patio doors
- Storm doors and screen doors
- Replacement garage doors
- Awnings on decks and windows
- Door hardware including knobs, locks, and knockers
- Security bars for windows and doors
- New and alterations to patios, decks and balconies
- Exterior Lighting
- Window and door decorative elements such as mullions, tinting, frosting and stained glass
- Built in or permanent grills
- Flag poles
- Hanging planters or decorations permanently attached to exterior woodwork
- Satellite dish antennas
- Changes to the color of your exterior trim, deck or balcony

***If you are unsure of whether your project requires a review, please contact an Architectural Review Committee member.***

## What is the Architectural Review Process?

After you determine that you require an architectural review, submit your request to the Architectural Review Committee for review and approval. See the section called “What should I include in my request?” for more information on the content of your request. Submit your request in writing to the Architectural Review Committee Chair. The current committee members and their contact information are listed at the end of this guide. Make sure you allow adequate time for the committee to complete the review process.

Request

Committee  
Assigns  
Request

The committee chair assigns your request to one or more of the committee members who will review the details of your request. Unless your request is very straightforward, the committee will contact you to discuss your project and make sure the committee has all the information needed for their decision.

Committee  
& Owner  
Review  
Request

The committee determines whether your request is *approved* or *denied* and communicates the decision to you in writing. (In some cases, especially for complex projects, the Architectural Review Committee may review your project and the committee's recommendation with the Village of Shadyside's Board of Directors.)

Decision

Committee  
Communicates  
Decision to  
Owner

*All approved decisions are conditional upon your project being installed according to the plans that you submitted.* Some approvals may include additional conditions. If your project is approved, the committee will ask you to sign a copy of the approval letter to acknowledge that you have received the conditions of approval. When your project is complete, the committee will check the installation to verify that it meets the conditions of the approval. You may also request an intermediate inspection by contacting any committee member.

Owner  
Acknowledges  
Conditions  
(If Approved)

## **What should I include in my request?**

All requests must be in writing on the Architectural Review Request form and include:

- Your name, unit number, and contact information (Phone, Email)
- Description of your project (see below)
- Schedule for your project

Please contact any Architectural Review Committee member to get a request form. Additional information you may need to submit with your request depends on the complexity of your project:

### ***Routine Projects***

*Examples of routine projects are:*

replacing exterior lighting; replacing doors and windows; changing door hardware; installing satellite dish antennas; attaching awnings, security bars or permanent decorative elements to your doors, windows, or exterior of your unit; changing the color of any exterior element of your unit, exterior cameras

*Your request must include:*

- Descriptions (including current colors and styles) and measurements of items being replaced
- Descriptions (or sketches) with measurements of locations to which awnings, security bars, or decorative elements will be attached
- Descriptions of how the existing structures to which the items will be attached will be affected (e.g., Are you replacing the entire front door frame assembly? Will exterior bricks be removed or the structure be compromised due to the installation?)
- Information from brochures, quotations or proposals from the manufacturer, vendor and/or your contractor describing the color, shape, size and materials to be used

- Applicable photographs or images from brochures
- Manufacturer or vendor
- Names of any contractors you will be employing

***Please contact an Architectural Review Committee member if you have questions about your request.***

### ***Complex Projects***

*Examples of complex projects are:*

additions; changing door or window opening size and/or location; installing or modifying decks, patios or balconies; enclosing decks or installing sunrooms; installing built-in or permanent grills

*Your request must include:*

- Name of architect
- Detailed plans, architect's drawings, and specifications showing the nature, kind, shape, height, materials and location (Include impact on existing structures and plans for preserving the integrity and appearance of the exterior building structure)
- Plans and drawings showing required excavation
- Names of any contractors you will be employing
- Detailed project plan and schedule
- Plan for delivery and storage of construction materials
- Plans for minimizing effects on traffic flow and parking throughout the duration of construction
- Contractor's plans for collecting and disposing of waste materials and debris

### **How does the committee decide?**

Because the Architectural Review Committee's purpose is to preserve the architectural style of the Village of Shadyside in line with the Guiding Principles listed inside the front cover, the committee evaluates your

request according to these considerations:

- Is the style of the alteration consistent with the existing architectural style in the Village of Shadyside?
- Is the alteration visible from the front or side of the unit or visible from other units or common areas?
- Are materials, colors and finish consistent with the original installation and/or neighboring units?
- Do the materials have similar durability and maintenance requirements as currently used materials?
- Does the size and location of the alteration encroach on other units, or on roadways, walkways or other common areas?
- Does the size and location of the alteration obstruct the views from the neighboring units?
- Will the construction create significant and/or prolonged disruption to your neighbors?
- How will the construction affect traffic flow and parking?
- How will the completed alteration affect traffic flow and parking?
- Does the construction plan require work outside of normal business hours such as evenings and weekends?

**What is the timeframe for the committee's decision?**

The Village of Shadyside's By-Laws require the committee to provide

you with a decision within 45 days of receiving your request. Receipt by the committee means either the date your request is postmarked or the date you personally gave your request to one of the committee members. Expect to receive a note within 10 days acknowledging that the committee received your request. If you do not receive an acknowledgement, contact a committee member.

The amount of time needed to review your request depends on the complexity of your project and the quality of the information you provide in your request.

If the committee does not provide a decision within the 45 day time-frame, your request is approved.

### **Can I appeal the committee's decision?**

If the Architectural Review Committee denies your request, you may appeal the decision to the Village of Shadyside's Board of Directors within 20 days of the date on your decision letter. Submit your appeal in writing to the Architectural Review Committee member on the Board of Directors. The contact information is listed the end of this guide.

### **Maintenance of replacement components**

If your exterior renovation involves replacing original, standard components, materials, and finishes with non-standard components (e.g., replacing your original door with a wooden door), you become responsible for maintaining the non-standard components, materials and finishes. Failure to maintain these types of renovations may result in notices and fines from the Board of Directors. When you sell your unit, you should identify all improvements requiring owner maintenance in your seller's disclosure document. These improvements will be included in your Certificate of Resale.

# Townhouse Paint Colors

## Light Brick Homes

A. Malaga	Front door and frame
B. Pumice	Accent
C. Carpet Bagger	Trim, garage door, balcony

A. Malaga	Front door and frame
B. Sea Sprite	Accent
C. Santa Ana Wind	Trim, garage door, balcony

## Dark Brick Homes

A. Sherwood	Forest Front door and Frame
B. Smokestone	Accent
C. Nightfall	Trim, garage door, balcony

A. Sherwood Forest	Front door and trim Accent, garage door, balcony
B. Navajo White	Trim
C. Pioneer Beige	

## **Paint Formulas**

Malaga	979602-00000 3945 B-2Y + 26, F-2Y +42, W-1Y + 27
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Pumice	979603-000002433 B-7, C-43, L-1Y +16
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Carpet Bagger	979603-000003921 B-21, C-2Y +30, L-8Y +18 +1/2
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Sea Sprite	979603-000002430 B-35, D-12, L-2Y +7
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## Paint Formulas

Santa Ann Wind 979603-000003920  
B-4Y + 18, C-38, D-37

Sherwood Forest 979603-00000515  
B-4Y+5, D-2y + 24, E-1Y + 2, G3, W-1Y + 28

Smokestone 979603-000002428  
B-8, C-20, F-1 + V

Nightfall 979699-000000727  
B-2Y + 18, C-2Y + 9 + V, M-1Y + 13

Navajo White 979602-000003944  
B-6, C-24, F-1

Pioneer Beige 979603-000000971  
B-20, C-2Y + 18, F-8

Paint product is PPG Sunproof, 76-1500X1, Exterior-Satin Finish

## **Exterior security cameras**

The popularity of exterior security cameras has increased necessitating some guidelines and policies for adherence and consistency throughout the Village of Shadyside.

1. Doorbell type cameras (Ring, Sky Bell, etc.) can be installed without ARC approval provided they are placed in the same location as the original door bell.
2. Any other type of exterior camera is seen as a modification and as such will require an ARC review and approval via the standard form that can be found on the website. As general guidelines the camera must be placed in an inconspicuous place such as a corner of the front porch. Cameras cannot be placed on door or window frames or on the brickwork areas where they are clearly visible. Rear placement must be under the decks in the same inconspicuous manner as the front.

## **Is there anything else I need to do?**

### ***Building Permits***

Many projects require City of Pittsburgh Building Permits. You are responsible for contacting the City of Pittsburgh to determine whether a permit is required for your project and for obtaining necessary permits. To verify the need for a building permit, call Pittsburgh's Bureau of Building Inspection (412.255.2181) or consult the City of Pittsburgh's Bureau of Building Inspection website:

<http://www.citiy.pittsburgh.pa.us/BBI/him/permit/information.html>

### ***Contractor Work Hours***

Out of courtesy to other residents of the Village of Shadyside, please try to schedule your work for no earlier than 7:00 am Monday - Saturday. Also the City of Pittsburgh's Residential Compatibility Standards prohibit construction work between 10:00 pm and 6:00 am, unless within a fully enclosed structure. Please schedule your contractor accordingly.

### ***Contractor Insurance***

Because unit owners are responsible for damages to the exterior of units and to common property and landscaping caused by your contractors and service providers, the Village of Shadyside recommends that you only engage insured contractors and service providers.

### ***Site Superintendent Notification***

If your project involves exterior alterations and uses contractors, please notify our Site Superintendent when you are ready to start your project so that he is aware of the construction activity. Also, please remember that large delivery trucks need to enter the Village of Shadyside through the Penn Avenue gate. Contact Dave Savko, the Site Superintendent, at 412.361.8511.

### **Contact Information**

#### ***Architectural Review Committee***

##### **Marc Darling - Committee Chairman**

Phone: (412) 996-6398

Email: [marcdarling@gmail.com](mailto:marcdarling@gmail.com)

#### ***RJ Community Management Co.***

##### **Donna Brock - Property Manager**

Phone: ( 412) 550-0003

Fax: (412) 227-9003

Email: [DBrock@rjcmgt.com](mailto:DBrock@rjcmgt.com)

##### **Dave Savko - Site Superintendent**

Phone: (412) 361-8511