



*Brooke Farm Community*  
*Architectural*  
*Guidelines*

Version 3.1



# Table of Contents

<b>Section</b>	<b>Title</b>	<b>Page</b>
<b>1.0</b>	<b>Introduction .....</b>	<b>5</b>
1.1	Enacting Clause .....	5
1.2	Purpose .....	5
1.3	Resale Disclosure Packets .....	5
1.4	Amendments .....	6
1.5	Contact Information .....	6
1.6	References .....	6
<b>2.0</b>	<b>Basic Home Enhancements and Coloring .....</b>	<b>7</b>
2.1	Exterior Colors .....	7
2.2	Entry, Storm, and Screen Doors .....	7
2.3	Door Hardware .....	7
2.4	Windows .....	7
2.5	Siding and Brick .....	7
2.6	Front Porch .....	7
2.7	Gutters and Downspouts .....	8
2.8	Flags and Flag Poles .....	8
2.9	House Numbers .....	8
2.10	Mailboxes .....	8
2.11	Signs .....	8
2.12	Holiday and Seasonal Decorations .....	9
2.13	Walkways .....	9
2.14	Driveways .....	9

<b>3.0</b>	<b>Landscaping .....</b>	<b>10</b>
3.1	Lawn .....	10
3.2	Yard Appearances .....	10
3.3	Fence .....	10
3.4	Patio and Decks .....	11
3.5	Sun Control Devices, Patio/Deck Covers, Pergolas & Trellises....	11
3.6	Pools and Water Features .....	12
3.7	Vegetable Gardens .....	12
<b>4.0</b>	<b>Building Alterations, Detached Structures, and Accessories .....</b>	<b>13</b>
4.1	Common Areas .....	13
4.2	Major Exterior Building Alterations .....	13
4.3	Detached Structures and Storage Facilities .....	13
4.4	Ventilators, Stovepipes and Metal Flutes .....	13
4.5	Chimneys .....	14
4.6	Recreational & Motor Vehicles .....	14
4.7	Recreation, Play Equipment, and Toys .....	14
4.8	Barbecue Grills .....	14
4.9	Firewood Storage .....	14
4.10	Exterior Lighting .....	15
4.11	Decorative Exterior Objects .....	15
4.12	Satellite Dishes and Antennas .....	15
4.13	Clotheslines .....	15
4.14	Compost .....	16
4.15	Trash, Trash containers, and Recyclables .....	16
<b>5.0</b>	<b>Application Procedures .....</b>	<b>17</b>

5.1	Application Form .....	17
5.2	Additional Information Requirements .....	17
5.3	Review and Appeals Process.....	17
5.4	Construction and Inspection .....	18
5.5	Violations .....	18
5.6	Reservation of Rights .....	18

# **1.0 Introduction**

## **1.1 Enacting Clause**

The Board of Directors (BOD) hereby enact the rules and regulations contained within this document on behalf of the Home Owners Association (HOA) as part of the authorities vested upon them by the Articles of Incorporation, Bylaws, Declaration, and Virginia state law to publish rules and regulations for the Association. This document may be cited as the “Architectural Guidelines” declared effective as determined by the Board of Directors, and is divided into sections as seen hereafter.

## **1.2 Purpose**

All owners of homes within the Brooke Farm community share a common goal to create and maintain a sense of harmony for the residents who live within the community. Home owners and potential buyers depend on policies and guidelines to calculate the value of properties with confidence. The Bylaws, Declaration, and Articles of Incorporation require the Board of Directors to establish policies and procedures to support this theme.

This document provides a framework upon which policies, guidelines, and rules are established for the aforementioned purposes in a way that is easy to understand and serve the common good of all home owners within the development, both present and future. All home owners and residents will be expected to abide by the guidelines established within this document, and be subject to decisions made by the Board of Directors, or their representatives, in order to preserve and protect the value of the assets within the community.

The Architectural Guidelines (AG) document is designed to assist home owners and residents of the Brooke Farm community as they maintain their properties and as they embark upon design changes and enhancements to their properties. The fundamental purpose of the AG is to establish a framework and means for achieving visual attractiveness and consistency to preserve and protect the value of the assets within the community. These AG are provided in support of policy regulations established in accordance with the Governing Documents and the authorities outlined in Section 55-513 of the Virginia Property Owners Association Act. While these guidelines cannot be all inclusive, any modifications that affect the exterior appearance of properties within Brooke Farm are governed by the principles addressed herein.

The Board of Directors approval and compliance with these guidelines does not relieve the owner/resident of the responsibility for obtaining Prince William County approval and/or County permits for a modification to the property. Prince William County approval and/or County zoning/permits and Board of Directors approvals are entirely separate, distinct and unrelated.

## **1.3 Resale Disclosure Packets**

The Virginia Property Owners' Association Act (“Act”) requires the seller of property that is within a HOA to provide an Association Disclosure Package to the potential buyer when the buyer requests one. The Association provides the disclosure package with the requisite information for a fee when the seller

or seller's agent provides a written request to the association's management company and includes the fee, made payable to the Management agent. The disclosure packet provides the information required by the Act, including the status of assessment payments for that property and whether there are architectural or maintenance violations on the said property.

## **1.4 Amendments to the Guidelines**

The guidelines reflected in this publication may be amended by the Board as necessary. The HOA will conduct a periodic evaluation of the guidelines to determine if amendments are required and present suggestions to the Board for consideration. Association members in good standing may submit requests for additions, deletions, or changes to these guidelines to the Board of Directors for consideration. Home owners and residents of the community shall be notified of any significant or material changes to the Guidelines in accordance with the Governing Documents.

## **1.5 Contact Information**

Brooke Farm Homeowners Association  
ATTN: Andrea Talavera  
Jeffrey Charles & Associates  
6422 Grovedale Drive Suite 201C  
Alexandria, VA 22310

Email – [andrea@jeffreycharles.com](mailto:andrea@jeffreycharles.com)

Phone – 703-924-5900 Fax – 703-924-6737

## **1.6 References**

Prince William County Planning and Zoning  
703-792-6830  
<http://www.pwcgov.org/>

Brooke Farm HOA Governing Documents and Other Documents and Procedures:  
[www.brookefarmhoa.com](http://www.brookefarmhoa.com)

## **2.0 Basic Home Enhancements and Coloring**

### **2.1 Exterior Colors**

- a. Property owners shall, at all times, maintain their property and all accessories thereto in good repair and in a state of neat appearance. This includes, but is not limited to, house exteriors including trim.
- b. An approved HOA application is required for changing exterior colors of any part of the home or detached structures. Proposed changes of exterior color for houses must be consistent with the color scheme of the community.

### **2.2 Doors: Entry, Storm, Screen & Garage**

- a. Any changes in entry door (including garage doors and security doors) styles, sizes, colors, or attachments require an approved HOA application.
- b. Storm doors with less than full view must match the trim color or entry door color. Full view storm door frames shall be made of anodized aluminum that matches the trim color or entry door color.
- c. Screen doors are permitted, however, must be without ornamentation such as scrolls, imitation gate hinges, ornamental grillwork, or scallops. Screen door frames must be made of anodized aluminum or wood that shall match the trim color or match the entry door color.

### **2.3 Door Hardware**

- a. Accepted colors are: polished brass, bronze, pewter, brushed nickel and black.

### **2.4 Windows**

- a. All windows and their components shall be kept in good repair.
- b. Replacement windows that differ from the original style require an approved HOA application.
- c. Window and shutter modifications, including the removal of shutters, require an approved HOA application.

### **2.5 Siding (Vinyl and Brick)**

- a. Vinyl and brick siding must be kept clean and in good repair.
- b. Changes to the existing siding or brick that alters the color or style require an approved HOA application.

### **2.6 Front Porch**

- a. Porches must be kept in good repair and in a state of neat appearance..

- b. Furniture and/or decorations must be limited in number for the porch so as to not appear cluttered. Items on the porch shall be maintained in proper condition.

## **2.7 Gutters and Downspouts**

- a. Additional or replacement gutters and downspouts do not require approval. They must match existing gutters and downspouts in color and must not adversely affect drainage in adjacent properties.

## **2.8 Flags and Flag Poles**

- a. An approved HOA application is required for permanent flagpoles. Permanent flagpoles must not exceed twelve (12) feet in height. Applications are not required for flagpoles less than six (6) feet in length attached at an incline to the house.
- b. Authorized flags displayed in the front yard are limited to those representing the United States, State of Virginia, or a particular branch of the military service. They are limited to four (4) feet in length.
- c. Flags representing countries other than the United States may be displayed in the rear yards.
- d. Flags representing events, organizations, or those deemed to be offensive are not authorized.

## **2.9 House Numbers**

- a. House numbers are required to be located on the house structure and legible from the curb line.
- b. Home owners may replace their house numbers provided that the replacement numbers are of similar size, style and color to the original numbers and location.

## **2.10 Mailboxes**

- a. Property owners shall, at all times, maintain their mailbox and post in good repair and in a state of neat appearance. Replacing a mailbox or post does not require approval provided that it is similar to the original mailbox and structure, black, dark brown or dark bronze in color and placed in the original location.
- b. The USPS requires that numbers be printed in numerals no less than 1” (one inch) high and placed on the side of the mailbox visible to carriers as they approach the mailbox.

## **2.11 Signs**

- a. No sign of any kind that is illuminated and/or larger than two (2) square feet shall be displayed to the public view on any Lot, except for temporary real estate “For Sale” or “For Rent” signs not more than four (4) square feet in area, and except one (1) freestanding home security sign in the front lawn or home security stickers attached to house windows.



## **2.12 Holiday and Seasonal Decorations**

- a. Holiday or seasonal decorations are permitted and shall only be installed and displayed for a reasonable period before and after the date of the actual holiday/season being observed.

## **2.13 Walkways**

- a. Construction or modifications to walkways or steps (such as concrete, brick, wood, gravel, etc.) require an approved HOA application.
- b. Walkways and steps shall be maintained in good repair and in a state of neat appearance.

## **2.14 Driveways**

- a. Driveways must be maintained and periodically resealed, so as to stay in a state of good repair and neat appearance.
- b. Driveways are not permitted to be enlarged.

## **2.15 Private Drives**

- a. Some homes are located on private drives, or pipe-stems. These homes are required to work cooperatively to maintain the private drive, including snow removal and resealing.

## **3.0 Landscaping**

### **3.1 Lawn Maintenance**

- a. Property owners shall maintain their lawn and turf in good repair and in a state of neat appearance; including, but not limited to being free of debris and excess weeds. The lawn includes the grassy areas inside the perimeter of the Lot, in addition to the strip of grass that is adjacent to the sidewalk in front or sides of the property. This includes areas containing multiple mailboxes.
- b. Property owners must mow their lawns on a regular basis. Grass height must not exceed five inches (5"). Periodic edging is also required for a neat appearance.

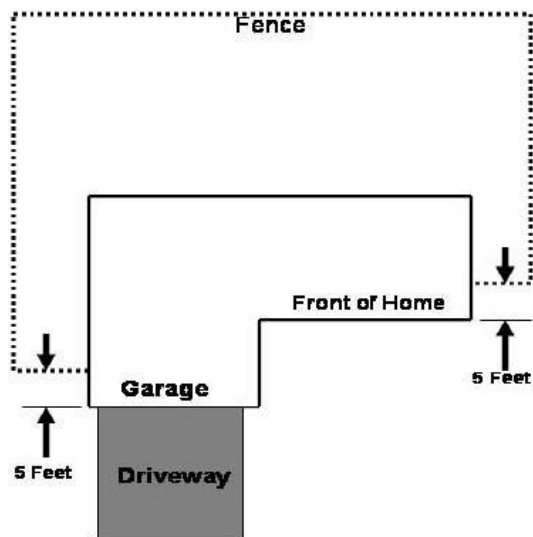
### **3.2 Yard Appearance**

- a. Trees must not be planted in the front of any home in such a way as to entirely block the view of the front face of the home.
- b. No tree, hedge or shrub planting shall be maintained in such manner as to obstruct sight lines for vehicular traffic.
- c. Borders used along the sidewalk and driveway, including retaining walls, require an approved HOA application.

### **3.3 Fences**

- a. All fences, including invisible/pet containment fences, require an approved HOA application.
- b. Fences must be constructed with pressure treated wood (or other recognized ground-contact lumber) or materials with a wood-like appearance, utilizing an "open type" installation. Expressly prohibited are metal, chain links, wire, chicken wire, or mesh-type fences. Wire mesh screening on any fence is not permitted.
- c. Any visible training mechanisms related to invisible fence/pet containment systems (such as, but not limited to training flags) must be removed after 45 days.
- d. Entrances may consist of two gates with each gate not to exceed four (4) feet wide. Gates must be of a consistent height with the fence.
- e. The height and design shall generally and reasonably conform, match, or blend with existing adjacent fencing in the immediate area. Fence height is limited to not exceed six (6) feet.
- f. Fence colors and stains must appear as a natural wood colors.
- g. Those fences with only one "finished" side must position the fence so that the finished side is facing outward and away from the home being contained within.

- h. Before construction begins home owners must have a boundary survey completed by a certified professional. Visible markers must be made available to appropriately position the fence prior to the completion of an application; it is the responsibility of each applicant to ensure that fences and border designs are constructed within (and not on) property lines.
- i. Fences shall not be constructed within five (5) feet behind either of the front most corners of the home.



- j. Adjacent home owners must share a single common fence between the homes. Two fences shall not be authorized for construction immediately next to one another.
- k. Fences shall be maintained in good repair and neat appearance.

### 3.4 Decks & Patios

- a. All decks and patios require an approved HOA application. Patios and decks shall only be located in positions in the rear of the home. Gazebos, pergolas, trellises, and other structures are permitted on a deck or patio with approval (see Section 3.5).
- b. Decks must be constructed of composite material, cedar, or pressure treated wood.
- c. No color stains or paint are allowed outside of a natural wood appearance.
- d. Ground-level patios must be constructed of concrete, stone, brick or other masonry materials.
- e. Property owners shall maintain decks and patios in good repair and in a state of neat appearance.

### **3.5 Sun Control Devices, Patio/Deck Covers, Pergolas & Trellises**

- a. All sun control devices including, but not limited to, patio/deck covers, pergolas and trellises require a HOA design application and after installation shall be kept in good repair and neat in appearance. Sun control devices may only be permitted in rear of house.

### **3.6 Pools and Water Features**

- a. The word "pool" stands for permanent pools, spas, and hot tubs with more than 30" of water; an approved application is required prior to installation.
- b. A copy of the appropriate approved County permits must be submitted with an application. If the County requires fencing to be built directly around the pool the applicant will need to follow the fencing guidelines contained in this document.
- c. Pools must be maintained in good repair and neat condition which is free of debris and bacteria growth.
- d. Decorative ponds/waterfalls are only permitted in the backyard and require an approved application prior to installation.
- e. Temporary recreational pools less than 30" (inches) high and 12' (feet) in diameter do not require HOA authorization. Any temporary pool that is not drained daily must be maintained in a manner which prevents unsanitary conditions and mosquito breeding. This may include but is not limited to chemical maintenance and filtration. All pools must be drained in a manner that prevents property flooding or damage.

### **3.7 Vegetable Gardens**

- a. Vegetable gardens not exceeding 1/4 of the square footage of the backyard do not require approval provided that they are located in the side or back yard.

## **4.0 Building Alterations, Detached Structures, and Accessories**

### **4.1 Common Areas**

- a. No person is permitted to conduct work on common areas without the express consent of the HOA. The HOA, the Board or Directors, nor any of its representatives will be considered liable for injuries incurred by such persons engaged in activities that take place within the boundaries of the common areas.

### **4.2 Major Exterior Building Alterations**

- a. All major exterior building alterations require an approved HOA application.
- b. Proposed exterior alterations must be compatible with the original structure and kept within the lot boundaries. The proposed changes must be compatible in scale, materials, and color with that of the applicant's house as well as with homes immediately adjacent to the property. The proposed structure must be aesthetically compatible with the original structure, and be of a size commensurate with the size and layout of the lot.
- c. Construction materials must be properly stored in a manner that is reasonably hidden from street view.

### **4.3 Detached Structures and Storage Facilities**

- a. All detached structures and storage facilities require an approved HOA application prior to installation and are only permitted in the back yard.
- b. Detached Gazebos must be constructed of composite material, cedar or pressure treated wood. They are only permitted in the back yard. Consideration must be given to placement of the structure so as not to obstruct the view of any neighbor. Landscaping around the structure is highly recommended to soften the appearance. The size cannot overpower ones' backyard.
- c. Shed design and appearance must be consistent with the neighborhood.
- d. Single animal shelters smaller than three feet by three feet do not require approval.

### **4.4 Ventilators, Stovepipes, and Metal Flutes**

- a. Stovepipes, flues and other similar devices, with the exception of attic ventilators and exterior vents, require an approved HOA application. They must originate inside the structure and exit only through the least visible side of the roof ridgepole; otherwise they will be treated as chimneys. The location and visibility of such a fixture may require the owner to paint the fixture to blend with the roof or house colors.

## **4.5 Chimneys**

Chimneys are defined to include any device or structure that is attached, in whole or in part, to the side or rear of a structure and serves as a means of venting the products of combustion. This includes combustion from fireplaces, wood, gas, or coal-burning stoves, furnaces or other combustion device that must have its combustion products vented to the exterior.

- a. New chimneys require an approved HOA application prior to installation. All Chimneys must be properly maintained and in neat appearance.

## **4.6 Recreational and Motor Vehicles**

- a. No junk vehicle, house trailer or commercial vehicles, such as, but not limited to, moving vans, commercial trucks, tractors, trailers, wreckers, hearses, compressors, concrete mixers or buses, shall be kept on, or in front of, any Lot.
- b. No storage of boats, boating equipment, travel trailers, camping equipment, or recreational vehicles shall be visible from the street.
- c. Automobiles must be parked parallel to the curb, facing in the direction of travel, including in cul-de-sacs.

## **4.7 Recreation, Play Equipment, and Toys**

- a. No recreational equipment, including but not limited to toys and sporting equipment, are permitted to be left or stored in front or side yards.
- b. Swings and constructed play equipment are only permitted in the back yard and must be kept in good condition. Applications are not required for swing-sets and play equipment.
- c. Freestanding permanent basketball hoop installations are permitted only in the backyard and require an approved HOA application. Care must be taken to minimize the visual, acoustical and physical impact on the adjacent property. Only one basketball hoop (permanent or portable) is permitted per house.

## **4.8 Barbecue Grills**

- a. Permanent grills are only permitted in backyards and require an approved HOA application prior to installation.
- b. Portable grills are permitted without approval.

## **4.9 Firewood**

- a. Firewood must be kept neatly stacked and located only in the backyard and not visible from the street view.

#### **4.10 Exterior Lighting**

- a. Additional exterior lighting (excluding small in-ground solar lights and temporary holiday decorations) requires an approved HOA application prior to installation.
- b. Exterior lighting shall have finishes of the following types: Polished brass, Bronze, Brushed Nickel, Pewter, Black or White and reasonably match the style and design of the original structure and house.
- c. No exterior lighting shall be directed outside the applicant's property.
- d. Post lights must be in working order and set to operate from dusk until dawn daily.

#### **4.11 Decorative Exterior Objects**

For purposes of this section, decorative exterior objects are defined as those other than permanent structures and could be moved with relatively little expense or effort, and exclude those as part of a porch as well as items covered in the Landscaping section of this guide.

- a. The total number of such objects permitted in the front and side yard is ten (10) items and do not require approval.
- b. Approved HOA applications are required for all statues and other decorative objects over 24 inches in height, including, but not limited to, decorative benches.

#### **4.12 Satellite Dishes and Antennas**

- a. Satellite Dishes and other such antennas less than one meter in diameter following the guidelines may be installed without approval. All other dishes/antennas require an approved HOA application prior to installation.
- b. Dishes and antennas must be positioned so they cannot be seen from the front of the home and/or minimize visual impact, except when such locations prevent adequate signal reception.

#### **4.13 Clotheslines**

- a. Permanent exterior clotheslines or other exterior clothing drying apparatus require an approved HOA application and are only permitted in the rear yard.
- b. Temporary clotheslines must be located in the rear yard of lots and must be removed after each use.

#### **4.14 Compost**

- a. Home owners are permitted one outdoor composter. A composter is defined as a contained, properly maintained container for decomposition of plant materials such as grass clippings, leaves and wood. Composters, and the surrounding areas, shall be used according to manufacturers' direction and kept in a neat appearance in good repair.
- b. Compost piles are not permitted.

#### **4.15 Trash and Recyclables**

- a. Trash containers and plastic bags containing yard debris or other materials are not permitted to be stored in any position in front of the house or garage. Storage for containers with lids is permitted on the side of the home at least 3 feet from the front corner of the house or in the rear of the house. For those positions located on the sides of homes, residents should attempt to reasonably hide containers from view through the use of landscaping designs and other approved measures.
- b. Trash containers must have secure lids. Plastic bags containing waste must not be stored outside of appropriate containers.
- c. Trash items and recycle bins must be placed next to the curbs without blocking the street, sidewalks, or driveways.
- d. Trash items and recycle bins may not be placed on the curb any earlier than 4:00 p.m. on the night before collection. Trash containers and recycle bins must be removed no later than the evening of the day when pickup is complete.
- e. No refuse, trash or bulk items/materials are permitted to be accumulated or stored on any lot.
- f. Burning of trash, refuse, or waste materials is strictly prohibited.



## **5.0 Application Procedures**

### **5.1 Application Form**

If home owners want to make exterior alterations, including landscaping, the first step is to consult the guidelines given in this document. The guidelines will explain what requires a formal application as well as helping ensure that planning is complete. If there is a question as to whether or not an application is necessary the home owner may contact Management.

### **5.2 Additional Information Requirements**

Included with the HOA application form, some applications will require drawn-to-scale sketches of the proposal on a survey plat. Some applications will require color samples, and supporting photographs.

In addition to an HOA application, home owners must determine if approvals are needed from:

- Prince William County Zoning (setback limitations, drain easements, and other)
- Prince William County Planning (construction requirements, and other)
- Prince William County Watershed (drainage and water issues)
- Fairfax County Water Authority (water main that crosses the development)
- Prince William County Water Authority (water access line easements, and other)
- Virginia Department of Transportation (VDOT owns an easement across the front of most residential properties starting from a point that is roughly 25 feet from the road center)

Home owners must submit their application and all other required information along with the fee of \$5 (made out to Brooke Farm HOA) to Management.

### **5.3 Review and Appeals Process**

The review process may take up to 45 days, as stated in accordance with the Declaration of Covenants recorded on file with the County courthouse for this development. The HOA typically collects all of the appropriate materials, and may investigate the site in order to make its decision regarding any potential conflicts with policies and the Architectural Guidelines.

Upon receipt of an application, Management will verify the applicant's good standing as a HOA member, conduct a preliminary screening of the application for accuracy and content, and record the date of receipt and the date of mailing to the BOD on the application form itself.

In situations where additional information is required to make a decision, the applicant will be notified in writing and asked to provide that additional information. Sometimes the applicant may be requested to attend the BOD meeting at which the application will be considered. The application will be treated as "not submitted" until the necessary information is provided.

An approval or disapproval will require a majority vote from at least three BOD members to be official.

Home owners are not permitted to commence with construction activities until the application is

expressly approved in writing, otherwise such activities shall be considered in violation of the governing documents.

Every property owner retains the right to appeal all or part of any decisions rendered by the HOA. To appeal the home owner may forward a letter to the HOA through Management specifying the decision being objected to and request a hearing with the opportunity to appear before the BOD.

## **5.4 Construction and Inspection**

Residents are expected to abide by the guidelines specifically noted for each project, and refrain from expanding projects beyond the notations expressly stated as part of the approved package. Changes in construction design or positioning require a revised application to be submitted.

Once initiated, construction activities shall be complete within a period of six months unless otherwise approved by the HOA. All materials shall be properly stored away during periods of inactivity and under no circumstances can construction related materials block sidewalks and streets. Construction activities are only permitted during daylight hours.

HOA inspectors may visit the site during the initial review period of the application.

The HOA retains the right to declare violations for structures or landscapes with less than an acceptable level of quality.

Home owners are required to contact the HOA when work is complete. Inspectors may visit the site to determine if work is in accordance with the approval application package.

Home owners are required to forward copies of all documents, plats, agreements, and permits, to Management for records.

## **5.5 Violations**

All information regarding enforcement and violations of these guidelines can be found in the HOA document titled "Due Process" which can be obtained by management or located on the HOA website.

## **5.6 Reservation of Rights**

The Board of Directors, and designated officials of the Association with express authorities, reserves the right to deny all, or part, of an application request for matters not expressly addressed within this document. Such authorities shall be exercised in accordance with the Virginia state laws and Governing documents.

The Board of Directors also has the right to issue violations for modifications or improvements to structures determined to not be in accordance with Association policies, or otherwise determined to be inconsistent with the community. Such notices may be issued for matters not expressly addressed within this document. The Board of Directors is required to be fair and consistent with its decisions for all Members of the Association.

**DESIGN REVIEW APPLICATION  
BROOKE FARM HOA**

**An application fee of \$5 per application will take effect as of March 01, 2016. Checks should be made payable to Brooke Farm Homeowners Association and should accompany each application.**

To: Brooke Farm Homeowners Association  
ATTN: Andrea Talavera  
Jeffrey Charles & Associates  
6422 Grovedale Drive Suite 201C  
Alexandria, VA 22310

From: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Address: \_\_\_\_\_ Home phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Work phone: \_\_\_\_\_

**Directions:**

The Declaration of Covenants requires that you submit to the Covenants Committee for approval all proposed exterior additions, changes or alterations to your house and lot. In order to be considered by the Architectural Review Board your application must include detailed information describing the proposed change (typically, plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials; and a copy of the survey with the location marked). Make sure your application is complete. An application submitted without all required submissions will be considered incomplete. In such case, the Covenants Committee's review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from Management or the Board prior to submission of an application.

**Description of Proposed Change: (Please print or type)**

Describe all proposed improvements, alterations, or changes to your lot or home. Please provide required details by attaching sketches, drawings, clippings, pictures, catalog illustrations, and a copy of your house location survey (recorded plat) with the location of the modification marked, etc. to fully describe the proposed change.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Purpose of Improvement:** \_\_\_\_\_

**ESTIMATED STARTING DATE OF CONSTRUCTION:** \_\_\_\_\_  
(After approval by the Covenants Committee)

**ESTIMATED COMPLETION DATE:** \_\_\_\_\_

**Neighbors' Acknowledgments:**

You are requested to obtain the signatures of all lot owners whose lots are adjacent to your lot. Signature by your neighbors indicates an awareness of your proposed change and *does not* constitute approval or disapproval on their part.

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Address/Lot: \_\_\_\_\_ Address/Lot: \_\_\_\_\_  
Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

**Owners' Acknowledgments:**

I/we understand and agree:

1. \_\_\_\_\_that approval by the Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. \_\_\_\_\_that approval by the Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
3. \_\_\_\_\_that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Committee to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. \_\_\_\_\_that no work on the proposed change shall begin until written approval of the Committee has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. \_\_\_\_\_that there shall be no deviations from the plans, specifications, and location approved by the Committee without prior written consent of the Committee; any variation from the original application must be resubmitted for approval.
6. \_\_\_\_\_that I authorize members of the Committee or managing agent to enter upon my Property to make one or more routine inspection(s).
7. \_\_\_\_\_that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date, otherwise the approval by the Committee shall be deemed conclusively to have lapsed and to have been withdrawn.
8. \_\_\_\_\_that it is my responsibility and obligation to obtain all required building permits, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. \_\_\_\_\_that I am responsible for any damage and all cost to repair green space or community property that results from the proposed modification.

**Owner/Applicant Signature**

\_\_\_\_\_

Date \_\_\_\_\_

**Co-Owner/Applicant Signature**

\_\_\_\_\_

Date \_\_\_\_\_

**Required Attachments:** Descriptive information (typically plans and specifications, including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, materials, and a copy of the survey with the location marked).

**Action by the Association**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

**Approved as submitted**

**Denied**

**Approved subject to the following conditions**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

