

Please plan ahead and allow for a (45) day review process by the ARB!

APPLICATION FOR EXTERIOR MODIFICATION

Please mail to: Ashbrook Homeowners Association
C/O Integrity Community Management
PO Box 1919
Leesburg, VA 20177

OR Application may be emailed to: arc@integritycommunitymanagement.com

Please print and read all pages of the requirements before signing on the last page and submitting this application.

APPLICANT'S NAME: _____

ADDRESS OF PROPOSED CHANGE: _____

MAILING ADDRESS (if different): _____

Phone: (H) _____ (W) _____ (C) _____

Email: _____

☐ **Homeowner wishes to present completed application to the ARB at the next meeting**

GENERAL DESCRIPTION OF PROPOSED MODIFICATIONS:

Provide a general description of the proposed modifications, including the purpose or reason for the change, the type and color of materials to be used (include links or samples), site plan (plat) showing location on the property, and any other pertinent information required to evaluate the proposed change.

Date proposed modification is to commence: _____

Date proposed modification is to be completed: _____

NEIGHBOR ACKNOWLEDGEMENT:

You are required to obtain the signature of the two (2) adjacent property owners most affected by the proposed modification. Your neighbors' signature indicates an awareness of your proposed modification and does not constitute approval or disapproval on their part.

Name: _____

Name: _____

Address: _____

Address: _____

Signature: _____

Signature: _____

1. REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION:

The supporting exhibits or supporting documentation listed below must accompany this application for the proposed exterior modifications, as applicable. An application submitted without all required documentation will be considered incomplete. In such case, the review will not commence until all required documentation has been provided. In general, an applicant should provide all documents and exhibits required by the local government authority.

A. Paint and Stain Colors — (New structures or change of existing color) Sample(s) of the color(s) to be used must be provided, both for painting and staining existing improvements and for new improvements/modifications.

B. Finish Materials— A description and/or sample of all finish materials to be used on the surface of the proposed modifications must be provided. Manufacturer's brochures or catalog illustrations are desirable.

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C. Site Plan — A site plan (plat) drawn to scale, showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines, unit and adjacent dwelling units must be provided for decks, pools, patios, walls, storage sheds, fences, driveway extensions, major landscape changes which require approval, structural modifications to the home and any other exterior modification which requires approval.

D. Architectural Drawings and Landscape — Detailed architectural drawings or plans must be provided for decks, pools, storage sheds, and structural modifications to the home and major landscape improvements. Overhead and side elevation drawings

must be included. Landscape improvements which change the topography of the lot also require the submission of a formal grading plan.

E. Photographs — The inclusion of photographs, brochures, and catalog illustrations are appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit.

F. Other Exhibits — Other exhibits may be required in order to permit adequate evaluation of the proposed modification. Homeowners are advised to seek guidance from the Managing Agent prior to the submission of an application.

2. OWNER HEREBY WARRANTS THAT OWNER SHALL ASSUME FULL RESPONSIBILITY FOR:

A. Obtaining all City, Town or County approvals related to said modifications to ensure the modifications shall not violate any of the provisions of local Building and Zoning Codes to which the above property is subject. Further, Owner acknowledges that approval of the modification by the Association does not constitute compliance with county building and zoning codes, and approval by the Association shall not be construed as a waiver or modification of any code restrictions.

B. Where required, obtaining building permits prior to the start of any modification

C. Complying with all applicable City, Town or County ordinances.

D Ensuring that no work on the requested modifications will commence until written approval has been obtained from the Association.

E. The reimbursement of legal expenses incurred by the Association should Owner undertake the modifications before written approval is obtained from the Association. In addition, Owner agrees to restore the property to its former condition at Owner's sole expense if the requested modifications are made and subsequently disapproved in whole or in part.

F. Any damage to and repair of adjoining property (including common areas) or injury to third person associated with the modification.

G. All landscaping, grading and or drainage issues relating to the modification (including replacing bonds or escrows posted by developer currently in place affecting the lot).

H. Giving the Association and/or Managing Agent express permission to enter Owner's property at reasonable times to inspect the proposed modification, the modification in progress, and the completed modification.

I. Ensuring that the completion of the modification is performed in a workmanlike manner and in accordance with the approved plan and specifications of said modification.

Owner hereby states that they have read the Architectural Standards and agrees that all work performed will be in compliance with those Standards.

Owner understands the authority to perform the modifications granted by this application will automatically expire if work is not commenced within 45 days following approval and completed within 180 days, or other time frame authorized by the Association.

Signature of Owner

Date _____

Signature of Owner

Date

☐ **APPROVED AS SUBMITTED**

☐ **APPROVED SUBJECT TO:** _____

☐ **SUSPENDED PENDING SUBMISSION OF:** _____

☐ **DISAPPROVED DUE TO:** _____

Signature of ARB Member

Date _____