

WASHINGTONIAN WOODS HOA
ARCHITECTURAL CHANGE APPLICATION
FOR EXTERNAL CHANGES TO HOME AND PROPERTY

Notice: Starting a project prior to receiving written approval may result in a fine of at least \$ 300 (three hundred dollars) and community privileges (use of pool and clubhouse) may be restricted. If changes are made without approval, homeowner may be required to make changes to comply with the Architectural Guidelines and Architectural Review Committee's request. Failure to comply may result in a \$25 per day fine for each day of non-compliance.

Guidelines:

The Declaration of Covenants requires that all Homeowners submit to the Architectural Review Committee for approval all proposed exterior additions, changes, or alterations to house and lot.

A separate Application is required for **each** Architectural Change. Do not submit multiple change requests on the same Application. Applications must be submitted by the 2nd Tuesday of each month, or at least 14 days prior to a Board meeting to be considered at the next Board meeting. Incomplete applications will be returned and may result in delay of review by the HOA Board.

Homeowners are encouraged to attend the Architectural Review Committee or HOA Board meeting to present or discuss the proposed change. HOA Board meetings are on the 4th Tuesday of the month.

Instructions:

The Washingtonian Woods Architectural Guidelines should be reviewed prior to planning any exterior change to home and property. The Architectural Guidelines provides information to help homeowners select design and materials for exterior changes.

This application must include a detailed description of the proposed change and specific information, such as exact specifications, sketches, photos, manufacturer's catalog illustrations, paint chips, fabrication samples, etc. showing the nature, kind, shape, color, dimensions, and materials. A copy of the survey with the location marked is also required.

To help you make sure your application is complete, please use the checklist in this application to ensure a complete application and avoid delays in review.

Submit each separate Architectural Change Application to:

Washingtonian Woods Homeowners Association, Inc.
c/o PMP, Inc.
955-A Russell Avenue
Gaithersburg, MD 20879
email: timothy.mulford@pmpbiz.com

Phone: 301 694-6900
Fax: 240-361-0649

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Checklist for Proposed Changes:

Required:

- Completed application for one change. Multiple changes require separate application forms (e.g.: replacement windows and new deck require 2 separate applications).
- Signature from 4 neighbors who will be most affected. These may be those living behind or next to your property.

Attachments as applicable

- Photo of current or existing element of the home/property to be changed
- Photo, catalog illustration, sketch or drawing of proposed change
- Paint or stain chip for any color change entry doors, garage doors, siding, trim, flashing, gutters, window shutters, mailboxes, fences, decks, etc.
- Material samples, in cases where a change of materials will take place
- Elevations of structures that includes dimensions (height, length, width) and. This is required for decks, screened porches, fences, patios, walkways, landscaping, and other structures.
- Property plat, survey or site plan depicting dimensions of the proposed change. This is required for decks, screened porches, fences, patios, walkways and other structures.

Application timeline:

Applications are due at PMP before the 2nd Tuesday of the month. See Washingtonian Woods calendar for due dates: <http://www.washwoods.org/calendar/>.

It is recommended you attend HOA Board meeting on the 4th Tuesday of the month to answer questions about your application.

Other information:

Applications missing information will be returned and may be delayed until the following Board meeting.

Homeowners should receive notification of the Board's decision on the application from PMP by the 1st Tuesday of the month, after the HOA Board meeting.

Regular inspections of Washingtonian Woods will be done to identify homes that may need attention and maintenance or to identify properties that made unapproved changes. Changes made without an application are subject to a fine of at least \$300 and community privileges may be restricted. Unapproved changes may be subject to a daily fine until the changes are satisfactorily amended.

City of Gaithersburg permits may be required for certain changes. It is the homeowner's responsibility to identify and seek appropriate permitting.

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Homeowner Information:

Name(s): _____ Date: _____
Street Address: _____ Phone #: _____

Builder of home (please check):

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> Alfandre | <input type="checkbox"/> Alfandre Village (400 block of Upshire Circle) |
| <input type="checkbox"/> Centex | <input type="checkbox"/> Christopher |

Description of Proposed Change:

Please print or type. Describe proposed improvement, alteration or change to your home or property.

Required Attachments:

1. Completed checklist for proposed modification.
2. Descriptive information such as plans, copy of the survey with the location marked, specifications, including sketches, photos, catalog illustrations, color chips, etc. showing the nature, kind, shape, color, dimensions, and materials.

Neighbor's Acknowledgements:

You are required to obtain the signatures of four (4) **property homeowners** who will be **most affected** by this permanent change to your property. Signature of neighboring homeowners indicates **awareness** (not approval) of the proposed change. **Neighbors:** you may submit comments about the proposed change to PMP, Inc. by the 3rd Tuesday of the month and attend the HOA Board meeting.

Neighbor's Name: _____	Neighbor's Name: _____
Address: _____	Address: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Neighbor's Name: _____	Neighbor's Name: _____
Address: _____	Address: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

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Homeowners Acknowledgement:

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 constructed 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 subject to a fine of at least \$300; I may be required to return the property to its former condition at my own expense if this application is disapproved in whole or in part; and I may be required to pay all legal expenses incurred. Community privileges may be restricted. A \$25 daily fine may be charged until the unapproved change is corrected.
5. That there shall be no deviations from the plans, specifications, and locations 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 to enter upon my property to make one or more routine inspections.
7. That construction of alterations in accordance with the approval 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 result from the proposed modifications.

Homeowner's Signature: _____ **Date:** _____

FOR COMMITTEE USE ONLY:

Approved Disapproved Not considered (application not complete)

Comments/Conditions: _____

Authorization Signature: _____ Date: _____