

APPENDIX C

**EXTERIOR ALTERATION
APPLICATION FORM**

**MEADOWBROOK WOODS HOMEOWNERS ASSOCIATION, INC,
ARCHITECTURAL REVIEW BOARD (ARB)
EXTERIOR ALTERATION APPLICATION**

Name: _____ Section: _____ Lot: _____
Address: _____ Phone (H): _____
Start/Completion Dates: _____ Phone (W): _____
Application for: _____

(Please provide a complete, detailed description of the proposed change, including sketches, drawings, ETC., and show its location on a site plan (plat) for the property. Refer to the Architectural Guidelines for the information required. A checklist is provided in Appendix D of the Guidelines as a detail list of information needed with this application. (Use additional pages if required.)

For Decks and Fences: “The ARB strongly recommends that the wood be allowed to weather naturally. Stains or paints of natural wood colors will be considered. Decks, railings, or trim painted to match the house will be considered.” (initials) _____

This application requires signatures of all adjoining property owners (properties that border the subject property, regardless of their view),

Signatures indicate awareness, not approval or disapproval of the proposed alteration.

Any adjoining property owners who have a concern regarding this application should contact the Association Property Management @ 703-803-9641, # 1119 or the ARB Chairman promptly after signing.

Name: _____ Lot: _____ Name: _____ Lot: _____

Address: _____ Address: _____

Signature: _____ Signature: _____

Name: _____ Lot: _____ Name: _____ Lot: _____

Address: _____ Address: _____

Signature: _____ Signature: _____

Check box if additional signatures are on a separate page

I HAVE READ AND INITIALED THE CONDITIONS ON PAGE 2 OF THIS APPLICATION FORM.

Owner’s Signature: _____ Date: _____

ARB ACTION:

Approve: _____ Disapprove: _____ More Information/Justification Needed: _____

Comments or Stipulations: _____

Signed: _____ Date: _____

(over)

Conditions applicable to this application:

1. I understand that compliance with the Meadowbrook Woods Architectural Guidelines and approval by the Architectural Review Board (ARB) do not necessarily constitute compliance with the building and zoning codes or provisions of Prince William County (note: County ordinance requires the applicant to file plans with the Building Inspector at the County Administration Building, 1 County Complex Court, Prince William Parkway (792-6924/6925), for alterations requiring a building permit). Further, nothing contained herein shall be construed as a waiver or modification of any Prince William County or Virginia Department of Transportation restrictions.
2. I understand and agree that no construction or exterior alteration shall commence without written approval of the ARB. If alterations are made prior to receiving 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 that I may be required to pay all legal expenses incurred.
3. I understand that members of the ARB are permitted to enter upon my property at any reasonable time for the purpose of evaluating the proposed project, and inspecting the on going and/or completed project, and that such entry does not constitute trespass.
4. I understand that any approval is contingent upon construction or alterations being completed in a professional-like manner.
5. An ARB decision on all applications for alteration is required within 45 calendar days of receipt of a properly completed application.
6. I understand that the alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within 180 days of the approval date of this application or has not been completed by the date specified by the ARB.
7. I understand that all work must be completed within 120 days of the start date.
8. I understand hired contractors are not permitted to display advertising or signage on my property.

IF YOU DISAGREE WITH THE DECISION, AN APPEALS PROCEDURE IS PROVIDED BY THE MEADOWBROOK WOODS HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS. A WRITTEN REQUEST MUST BE MADE WITHIN 10 DAYS OF RECEIPT OF THE ARB'S DECISION.

Please mail the completed, original application and any supporting documents (i.e. drawings, illustrations, plans, plats, etc.) to:

Meadowbrook Woods Homeowners Association
c/o Sequoia Management Company, Inc.
13998 Parkeast Circle
Chantilly, VA 20151-2283

If you have any questions about this application or the Architectural Guidelines, please contact the Meadowbrook Woods Homeowners Association Manager Office at (703) 803-9641, #1119.

(initials)

“I have read and understand these conditions “
