

Green Trails Homeowners Association (5/12)

REQUEST FOR ARCHITECTURAL MODIFICATION

Homeowner's Name: _____

Property Address: _____

Home Phone: _____ Work Phone: _____ email _____

This request is subject to restrictions as outlined in the Declaration of Covenants, Conditions and Restrictions for Green Trails Homeowners Association and the GTHOA Architectural Guidelines and Regulations. Any variation from the original application must be resubmitted for approval. No work shall commence until the homeowner has received written approval from the Green Trails Architectural Review Committee.

If the application is for a structural modification (deck, permanent landscaping, fence, driveway, etc.) please include a copy of the property plat with a diagram of the modification drawn to scale on the plat. Include a detailed description, or a picture or manufacturer's brochure, of the modification. For example, a full description of the height and style of a fence, a brochure or drawing of an exterior door, or a diagram of a proposed deck, including the specifications of the materials to be used, must be provided. If requesting an exterior color change, a sample of the proposed color of paint or siding must be included. A sample of acceptable colors may be seen at the ManorGate clubhouse.

Approval is contingent upon all work being completed in a workmanlike manner. Members of the Architectural Review Committee may make a routine inspection of the completed modifications. All modifications must be completed within one year of approval. **Approval of the Committee in no way relieves the homeowner of the responsibility to obtain any necessary Fairfax County permits.**

All approved modifications require the owner to advise Sequoia management when the project commences and again when the project has been completed.

For those requests identified with NEIGHBOR ACKNOWLEDGMENT REQUIRED in the Guidelines, obtain signatures of all adjacent or affected property owners. The signatures only indicate their awareness of your proposed plans, not their approval. Signatories have concerns about your proposed project plan must notify the Association of specific concerns within ten days in writing

Name: _____ Signature: _____

Address: _____ Phone Nr: _____

Name: _____ Signature: _____

Address: _____ Phone Nr: _____

Name: _____ Signature: _____

Address: _____ Phone Nr: _____

Name: _____ Signature: _____

Address: _____ Phone Nr: _____

NOTE: If neighbor will not sign, indicate on this form.

Homeowner hereby acknowledges and agrees that Homeowner will be solely liable for any claims, including, without limitation, claims for property damage or personal injury, which result from the requested addition or modification. Homeowner hereby indemnifies Green Trails Homeowners Association, Green Trails Architectural Review Committee, and the Management Company from and against any and all such claims. Moreover, Homeowners accepts responsibility for all maintenance, repair, and upkeep of said addition or modification.

Signed and agreed this _____ day of _____, 20____.

Signature of Homeowner

Signature of Homeowner

Appeals Process:

If you disagree with the decision of the Architectural Review Committee, a written request for an appeal must be received, in writing, by the Management Company within 10 working days following receipt of notification.

ATTACHMENT
REQUEST FOR ARCHITECTURAL MODIFICATION

Homeowner Name: _____

Property Address: _____

(Please indicate which of the following are enclosed and made a part of this application:

Diagram _____ Plat _____ Brochure _____ Color Sample _____ Other _____

In accordance with the Declaration of Covenants, Conditions and Restrictions referred to in the Deed covering the above described property, I/we hereby apply for written consent to make the following modification(s) or addition(s):

Mail application and all attachments to:

Green Trails Homeowners Association
c/o Sequoia Management Company, Inc.
13998 Parkeast Circle Chantilly,
Virginia 20151