

**WESTMARKET HOMEOWNERS ASSOCIATION
ARCHITECTURAL MODIFICATION FORM**

Please submit the completed form and all documentation to:

Westmarket Homeowners Association
C/O Sequoia Management Company, Inc.
Attn: Jen Darwin or Monica Ruiz
13998 Parkeast Circle, Chantilly, VA, 20151
Phone: 703-803-9641
Fax: 703-968-0936
Email: jdarwin@sequoiamgmt.com, mruiz@sequoiamgmt.com

One copy reflecting the action taken by the Board of Directors (Board) will be returned to you for your records. All owners must sign this request. Modifications may not commence without approval by the Board.

NAME OF OWNER(S): _____

WESTMARKET ADDRESS: _____

TELEPHONE NUMBERS: _____ (H) _____ (W)

Date proposed modification is to commence and to be completed: _____

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

DESCRIPTION/DIAGRAM OF MODIFICATION REQUESTED: Please include a description and diagram (if applicable) of the addition or modification being requested and a copy of your plat with the location of the modification(s) indicated. If more space is needed, please attach a separate sheet.

Acknowledgment by all adjacent property owners is needed. Their signatures (below) indicate an AWARENESS of intent and do not constitute approval or disapproval.

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

OWNER'S ACKNOWLEDGMENT: I/we understand that:

1. Material herein contained will represent alterations that comply with the zoning and building codes of the County of Prince William to which the above property is subject. Further, nothing herein contained will be construed as a waiver or modification of such ordinances. The owner is responsible for obtaining the necessary permits prior to commencement of construction.
2. No work will commence until the owner has received written approval from the Committee or the Board. Any construction or exterior alteration before approval of this application is not allowed and, if alterations are made, I/we may be required to return the property to its former condition at my/our own expense; and that I/we may be required to pay all legal expenses incurred.
3. Approval is contingent upon all work being completed in a professional manner and any alteration or modification that is not finished in such a manner and in accordance with the approval granted herein may be required to be removed or repaired at the homeowner's risk and expense, including any legal fees required to enforce this acknowledgment. Members of the Committee or the Board or the management agent may make routine inspections. Approval, if granted, is solely meant as a waiver from the restrictions in the Declaration and is not meant to comment or advise on the fitness or safety of any proposed alteration or modification.
4. This request is subject to restrictions by the Declaration and a review process as established by the Board. Any variation from the original application must be resubmitted for approval. The Association will return a copy of this request to me/us after receipt and review. This will happen within thirty days.

5. I/we acknowledge and agree that I/we 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. I/we hereby indemnify the Association, the Board, the Committee and the management company from and against any and all such claims. Moreover, I/we accept responsibility for all maintenance, repair and upkeep of said addition or modification. This approval does not relieve the applicant from his/her responsibility to ensure that proper drainage is maintained.

Signature of Owner

Signature of Owner

Association Use Only

Date received by the Association

ACTION BY THE ASSOCIATION

Authorized Signature

Date

[] Approved as submitted [] Denied

[] Approved subject to the following conditions:

