

Appendix B

Rocky Run Exterior Modification Application Form

As stated in the Restrictive Covenants and Architectural Review Board (ARB) Architectural Standards for the Rocky Run Community, any modifications to the exterior of neighborhood properties must be approved by the ARB. You should have received a House Location/plot Survey. Restrictive Covenants and ARB Architectural Standards at the time of your final settlement when you purchased your home. Modifications include decks, fences, storm doors, and additions or changes to a homes' exterior or significant landscaping (greater than 30% of the property). Requests for modifications should be submitted to our office and include detailed drawings and samples.

On a monthly basis, the ARB will meet to review all modification requests for the community. You will receive a letter indicating the ARB's determination of your request shortly afterwards. Please see the ARB Architectural Standards for guidelines and criteria.

Homeowner Name: _____

Address _____

Home Phone: _____ Work Phone: (optional) _____

Cell: (optional) _____ Email Address: (optional) _____

Circle Type of Modification below or describe if not listed:

- | | | |
|--------------------------------|----------------------|--------------|
| Addition/Major Exterior Change | Garage Door | Storm Door |
| Deck | Mailbox | Storage Shed |
| Exterior Color Change | Playground Equipment | Walkway(s) |
| Fence | Roof | Windows |

If requesting: Door, Garage Door, Window, Roof, Mailbox Change provide:

- Manufacturer's brochure with picture of the new feature. Please carefully indicating which style or model is being selected.
- Identification of the color _____ and sample provided.

If requesting: deck, patio, fence, porch, play equipment, addition, shed, or significant landscaping provide:

- Picture of proposed change or manufacturer's brochure if available.
- Site plan showing size, shape and location of improvement to residence and how it relates to adjoining properties. Include dimensions and distances to adjoining properties or boundaries.
- Color samples
- Architectural plans/drawings
- Grading and foundation plans

An annotated copy of the House Location Survey is the preferred method with requests for decks, fences, significant landscaping, large play equipment, and sheds. These types of applications cannot be processed without one.

If requesting: House Painting or Wrapping

- Identification of the specific areas, colors and materials to be painted or wrapped.

If requesting: Boat, Trailers, Campers, or Recreational Vehicles Parking

- Make _____ Model _____
- Year _____ Tag Identification _____
- Size _____ Location (Driveway/other) _____

Required items:

- Acknowledgement of a minimum of two adjacent/surrounding property owners.
- Completed profile of the property prior to changes: model of home, siding color, house trim color (vinyl or wood trim), garage color and style, front door color and style, storm door color and style, gutter color, column color and style, window style and color.
- Photo of the house in its current condition is appreciated.
- A detailed explanation of change.
- Identification if the work has already started or been completed (**NOTE: homeowner should not start work before application is approved. The ARB reserves the right to request Property Management issue a violation if work is started or completed prior to ARB approval.**)

Detailed Explanation Of Change: _____

Signature: _____ Signature: _____

(Acknowledgment of a minimum of two adjacent/surrounding property owners)

Application Date: _____ Projected Date: _____ Projected Completion Date: _____

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 Rocky Run Homeowners Association from and against any and all such claims. I (We) understand and acknowledge that I (we) am (are) responsible for complying with all applicable codes and ordinance, for obtaining all necessary permits and inspections for the requested addition or modification, and that I (we) am (are) responsible for all maintenance, repair, and upkeep of said addition or modification. Further, I (we) acknowledge that if modification is not completed as proposed by me and approved by the Association, said approval can be revoked and the modification must be removed by me (us) at my sole cost.

Signature of Owner: _____

RETURN TO: Rocky Run Homeowners Association
C/o Sequoia Management Company, Inc.
13998 Parkeast Circle
Chantilly, VA 20151

Office: 703-803-9641
Fax: 703-968-0936
Email: jdarwin@sequoiamgmt.com

Do Not Write Below This Line – For ARB Approval Only

Date Received: _____ Approved: _____ Denied: _____ Need More Information: _____

Comments & Notes:

ARB Chair Signature: _____

ARB Members Present (Initial): _____