

Green Gables Homeowners Association
ARCHITECTURAL IMPROVEMENT REQUEST FORM

c/o

Sequoia Management Company
13998 Parkeast Circle
Chantilly, VA 20151-2283

Name of Applicant: _____ **Date:** _____

Address: _____ **Lot #:** _____

Telephone: (H) _____, **(W)** _____, **(Fax)** _____

Type of Improvement, Modification or Addition: (check appropriate box)

- | | |
|--|------------------------|
| <input type="checkbox"/> Addition/modification or change to house exterior | Complete Sec (a) below |
| <input type="checkbox"/> Detached garage, carriage house or bath house | Complete Sec (b) below |
| <input type="checkbox"/> Barn, shelter, shed or greenhouse | Complete Sec (b) below |
| <input type="checkbox"/> Deck, porch, gazebo, or patio | Complete Sec (c) below |
| <input type="checkbox"/> Swimming pool | Complete Sec (d) below |
| <input type="checkbox"/> Fence | Complete Sec (e) below |
| <input type="checkbox"/> Other | |

Section (a) Addition/modification or change to house exterior

Please provide an explanation of the project including details on where the addition/modification or change is made, the dimensions, materials, architectural features and colors used.

Section (b) Detached garage, carriage house or bath house

Please provide an explanation of the addition including details on location, dimensions, architectural features, materials and colors used.

Section (c) Deck, porch, gazebo or patio

Deck/porch dimensions - across the back of the house: _____

Deck/porch dimensions - distance out from the house: _____

Deck/porch elevation from ground level: _____

Gazebo/patio size and location from the house: _____

Type of materials and colors to be utilized: _____

Section (d) Swimming pool

Pool dimensions _____
Pool type (concrete/fiber glass/above ground, etc.) _____
Pool safety enclosure (fence) type _____
Pool location _____

Section (e) Fence additions (Note 3-board fences for horse enclosures are recommended in our HOA covenants.)

Total dimensions of the fence _____
Fence type _____
Type of gate _____
Type of materials to be utilized _____

Section (f) Other

Please provide an explanation of the project, providing details on dimensions, materials and colors as applicable.

All applications must be accompanied by the following materials:

- Attached architectural plans/drawings or photographs of the proposed project. Drawings must show elevations, dimensions, height off the ground, relationship to the existing structures, architectural features, materials used and colors.
- Attach a copy of the property plat showing size, shape and location of improvements to residence and to adjoining properties (include specific dimensions of improvement and distances to adjoining properties.) A grading plan must be included if applicable.
- Obtain signatures of all adjacent or affected property owners. The signatures only indicate their awareness of your proposed plans, not their approval. Signatories having concerns about your proposed plan must notify the Association of specific concerns in writing.

Name: _____ Phone Number: _____
Address: _____ Lot Number: _____
Signature: _____

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I understand and agree to the following:

- That this modification may require a County building permit or may be subject to other government regulations. I agree to obtain all required county approvals. Miss Utility will be contacted prior to the commencement of construction. Approval of this application satisfies only the requirements of the Association and not any obligations to the County or others as may be required.
- That I assume full responsibility for all landscaping, grading and/or drainage issues relating to the improvements, including applicable replacing bonds or escrows posted by Developer/Builder currently in place affecting this lot. All work associated with the project will be completed within the property lines. I assume responsibility for any damage to adjoining property (including common areas) or injury to third persons associated with the improvement.
- That no work on this proposal will commence until I receive written approval of the Architectural Review Board. To do so is a violation of these Guidelines and may result in my being required to remove any unapproved modification and restore my property to its original condition at my own expense if this application is disapproved. I also understand I may be held responsible for any legal fees incurred on behalf of the Association in enforcing this provision.
- That an approval is contingent upon the construction being completed in a timely, professional and workmanlike manner in accordance with the specifications submitted in this application.
- The members of the Architectural Review Board, with appropriate advance notice, may enter upon my property to make a routine inspection.
- That there are architectural requirements addressed in the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions governing Green Gables and there is an application review process established by the Architectural Review Board.
- That any approval granted by the Architectural Review Board (if so granted) will automatically expire should the proposed project not be commenced within 6 months of the approval or completed within **twelve** months of the start of construction.
- That a variation from the original application must be submitted for approval by Architectural Review Board.

Owner/Applicant's Signature _____ Date: _____

(For Committee Use Only)

- Approved
- Disapproved
- Approved with conditions: _____
Comments: _____

Committee Representative: _____ Date of Decision: _____