

FOXBOROUGH HOMEOWNERS ASSOCIATION

ARCHITECTURAL MODIFICATION FORM

Please return the completed form and all documents to **Foxborough HOA, C/O Sequoia Management Company, Attn: Jen Darwin, 13998 Parkeast Circle, Chantilly, VA 20151** or fax it to **(703) 968-0936**. A copy reflecting the action taken by the Board of Director's and Architectural Review Committee (ARC) will be returned to you for your records. **NOTE: This does not eliminate the need for a Prince William County building permit if necessary.**

Name of Homeowner _____

Address _____

Telephone Number (home) _____ (work) _____

In accordance with the By-Laws referred to in the Deed 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 (sketch or picture if appropriate) of the addition or modification being requested and if appropriate, a copy of your plot or house location plan/survey with the location of the modifications indicated on it. If more space is needed, please attach a separate sheet.

Acknowledgment by all adjacent property owners is needed if the homes are occupied. Their signatures (contained below) indicate *an awareness of intent and do not constitute approval or disapproval*. Include an additional sheet if necessary.

OWNER'S ACKNOWLEDGMENT

- 1. Material herein contained shall represent alterations that comply with the zoning and building codes of Prince William County (PWC), to which the property is subject. Further, nothing herein contained shall be construed as a waiver or modification of such ordinances. The owner is responsible for obtaining the necessary PWC building permits prior to commencement of construction.
- 2. No work shall commence until the owner has received written approval from the Architectural Review Committee (ARC). Any construction or exterior alteration before approval of this application is not allowed and that, if alterations are made, I/We accept responsibility for all costs incurred in the removal of disapproved alterations, and for all legal fees incurred by the Foxborough HOA in such action.
- 3. Approval is contingent upon all work being completed in a workmanlike manner and alterations deemed substandard by the ARC will be promptly removed at my/our expense. Members of the Board/ARC may inspect the requested change, both in progress, and upon completion. **All approved modifications must be completed within 90 days of approval.** Otherwise, this application will be void and will need to be resubmitted for approval.
- 4. This request is subject to restrictions by the Declaration and By-Laws and a review process established by the board of Directors. Any variation from the original application must be resubmitted for approval. Any modification to the work approved under this application must be resubmitted to the ARC for approval; in the absence of which, approval of this application is automatically rescinded.
A copy of this request will be returned to me/us after review by the Board/ARC.
- 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 Homeowners Association and the management company from and against any and all such claims. Moreover, I/we accept responsibility for all maintenance, repairs and upkeep of said addition or modification.
- 6. I/We agree that authority granted to make the proposed changes will be revoked automatically if the changes requested have not commenced and completed within 90 days of approval.
- 7. I/We understand that the Architectural Review Committee has 45 days within receipt of this application to make a decision. (*homeowner's initials* _____)

Signature of Homeowner

Signature of Homeowner

FOXBOROUGH HOA ARCHITECTURAL REVIEW COMMITTEE

ACTION TAKEN THIS ____ DAY OF _____, 200__

The Board of Directors/Architectural Review Committee hereby: (circle one)

Approves Disapproves Approves w/Specifications More info needed

With the following comments:

Authorized Signature of ARC member or Board of Director