

**REGENTS AT LAKE MANASSAS HOMEOWNERS ASSOCIATION, INC.**  
**DESIGN REVIEW APPLICATION FOR EXTERIOR MODIFICATION**

APPLICANT'S NAME(S): \_\_\_\_\_

ADDRESS OF PROPOSED CHANGE: \_\_\_\_\_

ALTERNATE MAILING ADDRESS (IF APPLICABLE): \_\_\_\_\_

\_\_\_\_\_

HOMEPHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FIRST SUBMITTAL:    YES \_\_\_\_\_ NO \_\_\_\_\_

RESUBMITTAL:        YES \_\_\_\_\_ NO \_\_\_\_\_

**INSTRUCTIONS TO APPLICANT:**

1. Consult the Architectural Guidelines (Guidelines) for specific requirements for each proposed change.
2. Submit Design Review Application (Application), drawings and other required documents *in duplicate* to:

Regents at Lake Manassas Homeowners Association  
c/o Sequoia Management Company  
13998 Parkeast Circle  
Chantilly, VA 20151  
Fax: (703) 968-0936

OR

E-Mail to: [kwalent@sequoiamgmt.com](mailto:kwalent@sequoiamgmt.com)

Describe proposed changes (attach additional sheets if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

(Allow 45 Days for ARC Approval)

**ADJACENT NEIGHBORS SIGNATURES**

Signatures of *at least two* adjacent neighbors who will be most affected by the work is required. These signatures (below) only indicate that you have made them aware that you are making a modification to your property and does not constitute approval or disapproval of the work proposed to be done. Attach additional signature pages as needed.

**Neighbor #1**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

**Neighbor # 2**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

**OWNERS ACKNOWLEDGEMENT: I / WE UNDERSTAND AND AGREE THAT:**

- 1.) Compliance with the Guidelines and approval by the Architectural Review Board (ARB) does not constitute compliance with county building and zoning codes, nor shall ARB approval be construed as a waiver or modification of any code restriction.
- 2.) No changes will be started until written approval of the ARB has been received by me, and that if changes are made, I will be required to return the property to its former condition at my own expense.
- 3.) Members of the ARB shall be permitted to enter upon my property if requested for the purpose of inspection of the proposed change, the project in progress, and the completed project.
- 4.) Any authority granted to make proposed changes will be revoked automatically if the changes requested have not commenced within 3 months of the approval date and completed within 6 months thereafter.
- 5.) I/we will contact the Community Manager within one week of completion of the project so the ARB may schedule an inspection to verify compliance. The ARB will schedule the inspection with the homeowner either by phone or email.
- 6.) 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 additional or modification or work performed in conjunction therewith. I/we hereby indemnify and will hold harmless and will defend the Association, the Board, the ARB and Association management from and against any and all such claims.

**HOMEOWNERS SIGNATURE(S)**

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Architectural Application Instructions

All Design Review Applications submitted must be accompanied by the materials listed below. This is not an all inclusive list. The more information provided, the easier it will be for the ARB to review the Design Review Application. Incomplete Design Review Applications will not be reviewed and will be returned to the homeowner with the details of additional information to provide. If the applicant desires to make changes during construction, a revised application must be submitted to the ARB for approval.

- 1.) **A House Location Survey: (Certified Plat)** A copy of your plat MUST be included for new construction and additions to be a present structure on the lot. Please submit plat for decks, fences, patios, playhouses, sheds, landscaping, etc. The location of the proposed structure MUST be drawn/outlined on the plat *to scale*. Plats are not required for paint changes, storm doors/windows or other such modifications.
  - 2.) **Dimensions:** Provide all dimensions, including height, roof slope, etc. on new construction.
  - 3.) **Detailed Drawings:** A full set of architectural drawings must be included for some changes such as decks, fences, patio, etc. Landscaping plans including size and type of plants as well as number to be planted MUST be included.
  - 4.) **Description of Materials:** Provide a list of ALL materials to be used in proposed construction.
  - 5.) **Description of Colors:** Applications for colors which are not the original color of the house and or trim MUST be accompanied by actual color samples and not photos.
  - 6.) **Photographs:** Photographs of existing conditions of your property are helpful to the ARB. Please be sure to include a brochure or a picture for new window modifications, etc.
  - 7.) **Samples:** Provide a small sample of siding and or shingle when changing the siding or the roof from its original color.
  8. **Drainage:** Changes in grade or other conditions that will affect drainage MUST be indicated, Design Review Applications may be disapproved if adjoining properties are adversely affected by drainage changes.
  - 9.) **Signatures of Property Owners:** Obtain signatures of all property owners who will be most affected by the change. A minimum of TWO signatures are required with the application. Neighbor signatures are to acknowledge that the work is going to be commenced at the time referenced on your Design Review Application; not to approve or disapprove the modification.
  - 10.) **Railing detail:** Please be sure to reference the style of railings you propose to install in your deck.
-