

STONEWALL MANOR HOMEOWNERS ASSOCIATION, INC.
Architectural Modification Application Form

Owner Name: _____

Address: _____

Unit/Lot #: _____ Email: _____

Telephone: (H) _____ (W) _____ (C) _____

In accordance with the Declaration of Covenants, Conditions & Restrictions 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).

Step 1. DESCRIPTION OF MODIFICATION OR ADDITION: The description must include complete information necessary to thoroughly understand anticipated modifications or additions such as the height, width, size, shape, color, etc. **Please submit photographs, sketches, brochures, county building permits, and a copy of your plat with the location of the improvement(s) indicated on it.**

Projected start date: _____ (Be advised that the approval process can take up to 90 days, depending on the accuracy of the information.)

Homeowner Signature: _____ Date: _____

Step 2: Acknowledgment by all surrounding property owners is required. Their signatures (below) indicate awareness of intent and do not constitute approval or disapproval. (Use additional sheet if necessary).

Signature: _____ Print Name: _____

Address: _____ Lot #: _____

Signature: _____ Print Name: _____

Address: _____ Lot #: _____

Signature: _____ Print Name: _____

Address: _____ Lot #: _____

Signature: _____ Print Name: _____

Address: _____ Lot #: _____

Step 3: Owner's acknowledgment: I/we understand that: (please initial each paragraph)

1. Material herein contained shall represent alterations that comply with the zoning and building codes of Prince William County. Further, nothing herein contained shall be construed as a waiver or modification of such ordinances. All construction projects require zoning approval and for further information on PWC permit requirements go to <http://www.pwcgov.org/default.aspx?topic=01000500032>. I/we are responsible for obtaining necessary building permits to prior to commencement of construction. (int)_____

2. No work shall commence until written approval of the Board of Directors (BOD) has been received by me/us. Any alternation completed before approval of the application is not permitted and if alterations are made, I/we understand that 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. (int)_____

3. All approved alterations must be completed within six (6) months of final approval. (int)_____

4. Approval is contingent upon all work being completed in a workmanlike manner. Members of the BOD may make a routine inspection. (int)_____

5. This request is subject to restrictions by the Covenants and a review process as established by the BOD. Any variation from the original application must be resubmitted for approval. A copy of this request will be returned to me/us after review by the BOD. (int)_____

6. Please send completed form to the following address: Stonewall Manor HOA c/o Sequoia Management Company, Inc., 13998 Parkeast Circle, Chantilly, VA 20151 or fax to (703) 968-0936. For questions about filling out the application or status of the application, please call (703) 803-9641. (int)_____

I confirm that I have completed this application in its entirety and I am fully aware that failure to complete the application in full could delay the approval process.

Homeowner Signature: _____ Date: _____

Office Use Only:

Homeowner Name: _____ Address: _____

Date received by Management: _____

STEP 4: Board of Directors

Date Received By BOD: _____

Note: Board of Directors Final Approval/Disapproval must be completed not later than 30 days from receipt from Sequoia Management Company, Inc. after tentative approval/disapproval.

() Final approval as requested.

() Final approval subject to the following conditions/modifications. (See Comments)

() Disapproved for the following reasons. (See Comments)

Comments: _____

Signature - Board of Directors Chairman

Date

Office Use Only:

Date received from Board of Directors: _____

Date final approval/disapproval letter is sent to homeowner: _____