

**GREAT OAK HOMEOWNERS ASSOCIATION, INC.
EXTERIOR MODIFICATION APPLICATION**

Mail to: Great Oak Covenants Committee
c/o Sequoia Management, Inc.
13998 Parkeast Circle
Chantilly, VA 20151
703-803-9641 / 703-968-0936 (Fax)

Name: _____ **Phone (W):** _____

E-Mail: _____ **Phone (H):** _____

Property Address: _____

Mailing Address: _____

Lot Number: _____

Directions:

The Governing documents of the Association require that you submit to the Covenants Committee for approval, all proposed exterior additions, changes or alterations to your house and lot. In order to be considered by the Covenants Committee your application must include the following:

- Plat Plan (survey) of your lot, with location of proposed modification marked
- Sketches, photographs, catalog illustrations
- Dimensions and materials for the proposed
- Colors of proposed improvement
- For decks, please include a plan view (view from roof) and an elevation view (view from rear and sides)
- Signatures from all adjacent neighbors

Please refer to your Great Oak Homeowners Association, Inc. Design and Maintenance Standards for instructions on General Considerations, Specific Guidelines and Submission Requirements.

An application submitted without all required submissions will be considered incomplete. In such cases, the Covenants Committee's sixty- (60) day review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from the Associated Community Manager prior to submission of an application.

Description of Proposed Change: (Please print or type)

Describe all proposed improvements, alterations, or changes to your lot or home: _____

Style(s): _____ Color(s): _____

Dimension(s): _____ Material(s): _____

Location: _____

Other details (i.e., color scheme of the home): _____

ESTIMATED STARTING DATE OF CONSTRUCTION: _____
(After approval by the Covenants Committee)

ESTIMATED COMPLETION DATE: _____

Neighbors' Acknowledgments:

You are requested to obtain the signatures of all lot owners whose lots are adjacent to your lot. Signature by your neighbors indicates an awareness of your proposed change and **does not** constitute approval of disapproval on their part.

Name: _____
Address: _____
Lot: _____
Signature: _____

Name: _____
Address: _____
Lot: _____
Signature: _____

Name: _____
Address: _____
Lot: _____
Signature: _____

Name: _____
Address: _____
Lot: _____
Signature: _____

Owners' Acknowledgments:

I/we understand and agree to all of the items below:

1. That approval by the Covenants Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. That approval by the Covenants Committee shall in now way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
3. That approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Covenants committee to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. That no work on the proposed change shall begin until written approval of the Covenants Committee has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if these application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. That there shall be no deviations from the plans, specifications, and location approved by the Covenants Committee without prior written consent of the Covenants Committee; any variation from the original application must be resubmitted for approval.
6. That construction or alterations in accordance with the approved plans and specifications must commence within six- (6) months of the approved dated of this application and be completed within twelve- (12) months of the approved date, otherwise the approval by the Covenants Committee shall be deemed conclusively to have lapsed and to have been withdrawn.
7. That it is my responsibility and obligation to obtain all required building permits, to contact **Miss Utility**, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
8. That I am responsible for any damage and all cost to repair Community Property that results from the proposed modification:

Owner/Applicant Signature: _____

Date: _____

Co-Owner/Applicant Signature: _____

Date: _____