

ARCHITECTURAL MODIFICATION/IMPROVEMENT FORM

Please submit, **in five copies or electronic copy**, the completed form, accompanied by a detailed description of the work to be done or complete plans and specifications, **if available**, to the Chairman of the Wooded Glen Homeowners Association, Architectural Control Committee. One copy reflecting the action taken by the Architectural Control Committee (ACC) will be returned to you for your records. **Only owners or other individuals properly authorized by the owners may sign this request for the request to be considered or valid.**

Applications must be complete in order to commence the review process. **Incomplete applications will be returned to the applicant with a statement of deficiencies that must be remedied in order to be considered for review.** Modifications or additions may not commence without approval from the ACC.

NAME OF OWNER(s):

WOODED GLEN ADDRESS:

TELEPHONE NUMBERS: _____ (H)
_____ (W)

Estimated date proposed modification/improvement is to commence: ____/____/____

Estimated date proposed modification/improvement is to be completed: ____/____/____

In accordance with the Declaration of Covenants, Conditions, and Restrictions referred in the deed covering the property describe above, I/we hereby apply for written consent to make the following modification(s), addition(s), or improvements.

DESCRIPTION/DIAGRAM OF MODIFICATION REQUESTED: Please include a complete description and/or diagram, e.g., plans, sketch, picture, paint colors, specifications, etc., if appropriate, of the modification, addition, or improvement being requested and, if appropriate, a copy of your plat with the location of the modification(s) indicated on it. If more space is needed, please attach a separate sheet.

Wooded Glen Homeowners Association
Architectural Modification/Improvement Form 07-04-2006
Page 2 of 4

Acknowledgment by all adjacent property owners is highly recommended but not required to assist the ACC in the decision process. Their signatures (below) indicate an AWARENESS of the intent to make an improvement or modification as well as the nature and scope of the work to be done, but the signatures do not constitute agreement or disagreement.

Signature: _____
Printed Name: _____

Address: _____

Signature: _____
Printed Name: _____

Address: _____

Signature: _____
Printed Name: _____

Address: _____

Signature: _____
Printed Name: _____

Address: _____

OWNERS' S ACKNOWLEDGMENT: I/we understand that:

1. Information and materials herein contained will represent alterations that comply with the zoning and building codes of the County of Fairfax to which the above property is subject. Further, nothing herein contained will be construed as a waiver or modification of such ordinances. The owner is responsible for obtaining the necessary permits prior to commencement of construction.

2. No work will commence until the owner has received written approval from the ACC. Any construction or exterior alteration before approval of this application is not allowed and, if alterations are made, I/we may be required to return the property to its former

Wooded Glen Homeowners Association
Architectural Modification/Improvement Form 07-04-2006
Page 3 of 4

condition at my/our own expense; and that I/we may be required to pay all legal expenses incurred.

3. Approval is contingent upon all work being completed in a professional manner and any alteration or modification that is not finished in such a manner and in accordance with the approval granted herein may be required to be removed or repaired at the homeowner's risk and expense, including any legal fees required to enforce this acknowledgment. Members of the ACC or Board of Directors (BoD) may make routine inspections at reasonable times after notice to the owner or resident, usually no fewer than twenty-four hours prior to the proposed inspection. Approval, if granted, is not meant as a waiver from the restrictions in the Declaration and is not meant to comment or advise on the fitness or safety of any proposed alteration or modification.

4. This request is subject to restrictions by the Declaration and a review process as established by the Board of Directors (BoD). Any variation from the original application must be resubmitted for approval. The ACC will return a copy of this request to me/us after review.

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 Association, BoD, and the ACC, from and against any and all such claims. Moreover, I/we accept responsibility for all maintenance, repair and upkeep of said addition or modification.

6. If a request is denied by the ACC, the ACC will advise the applicant of the reasons for the denial. The applicant may resubmit another request after modification to address the reasons for denial or notify the Association within forty-five (45) days of the date of the denial that the applicant has elected to appeal to the Board for approval. The BoD at a regularly scheduled meeting of the Board will review the appeal. The decision of the BoD will be final.

Signature of Owner Signature of Owner(s)

Date submitted by the homeowner(s): _____ / _____ / _____
mm dd yy

Date received by the Association: _____ / _____ / _____
mm dd yy

Wooded Glen Homeowners Association
Architectural Modification/Improvement Form 07-04-2006
Page 4 of 4

ACTION BY THE ACC

Date Approved: _____ / _____ / _____

ACC Authorized Signature(s)

- Approved As Submitted**
- Denied (See ACC added attachment)**
- Approved Subject to the Following Conditions; (See ACC added attachment)**