

**Wooded Glen, Section I Homeowners Association, Inc.**

Architectural Modification/Improvement Form Revised 01-2021

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**ARCHITECTURAL MODIFICATION/IMPROVEMENT FORM**

Please submit the completed form, accompanied by a detailed description of the work to be done and complete plans and specifications, to:

Wooded Glen, Section I Homeowners' Association  
c/o PMI Prince William  
4893 Prince William Pkwy, Ste 102  
Woodbridge VA 22192

Telephone: 703- 221-5405 (PMI-PW)

E-mail address: info@pmiprincewilliam.com

One copy reflecting the action taken by the Architectural Control Committee (ACC) will be returned to you for your records. **Owners, other individuals properly authorized by the owners, or other parties in interest, must sign this request for the request to be valid and considered.**

Applications must be complete to commence the review process. **Incomplete applications will be returned to the applicant with a statement of deficiencies that must be remedied and resubmitted prior to ACC review.**

*No Living Unit or other structure or improvement shall be commenced, erected, placed, moved, altered or maintained, and no exterior addition to or change (including any change in color) or alteration shall be made, until complete plans and specifications therefor, together with such other information as shall be requested by the Architectural Control Committee, shall have been submitted to and approved in writing by the Architectural Control Committee as to harmony of external design, color and location in relation to surrounding structures, natural vegetation and topography. (Excerpt: Covenants, Conditions and Restrictions [CC&Rs], Fairfax County Land Records, Deed Book 6187, Page 718 at Page 729)*

NAME OF OWNER(s):

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WOODED GLEN ADDRESS:

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TELEPHONE NUMBERS: \_\_\_\_\_ (H)

\_\_\_\_\_ (W)

Estimated date proposed modification/improvement is to commence: \_\_\_\_\_

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Estimated date proposed modification/improvement is to be completed: \_\_\_\_\_

In accordance with the Declaration of Covenants, Conditions, and Restrictions of the Wooded Glen, Section I Subdivision, I/we hereby apply for written approval to make the following modification(s), addition(s), or improvements.

**DESCRIPTION/DIAGRAM OF MODIFICATION REQUESTED:** Please include a complete description and diagram (e.g., plans, sketch, picture, paint colors, specifications, etc.) 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. If a building permit is required, kindly attach a copy of the paperwork and plans, etc., that will be submitted to the County for the permit.

DESCRIPTION/DIAGRAM OF MODIFICATION:

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A minimum of two (2) surrounding (i.e. adjacent, forward, or backward-facing) property owner signatures (from separate households) is required on this form to indicate an AWARENESS of the applicant's intent to make an improvement or modification to his/her property, including the nature and scope of the work to be done. The signatures do not constitute agreement or disagreement as to the improvement or modification being sought by the applicant. The ACC does not use these signatures in its determination of the architectural request. If surrounding property owners have a substantive concern with an ACC application, they may contact the ACC in writing.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

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**APPLICANT'S STATEMENT**

: 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/applicant 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 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, the Association's Board of Directors (BoD) representative(s) and/or the Association's Common Interest Community Manager may make routine inspections at reasonable times. 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.

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Signature of Owner(s) or Other Authorized Signer:

\_\_\_\_\_

(If the person is not the record owner, please explain below.)

\_\_\_\_\_

Date submitted by the applicant(s): \_\_\_\_\_  
mm/dd/yy

Date received by the Association: \_\_\_\_\_  
mm/dd/yy

**ACTION BY THE ACC**

Date Action Taken: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yy

Record of Committee Member voting on the committee's action as indicated below:

Linda Cherry:	Yes___	No ___	Not voting ___
Tri Tran:	Yes___	No ___	Not voting ___
Gail R. Gratz-Levenson:	Yes___	No ___	Not voting ___
Amy Piyaporn Regala:	Yes___	No ___	Not voting ___
Roger Kang	Yes___	No ___	Not voting ___
_____	Yes___	No ___	Not voting ___
_____	Yes___	No ___	Not voting ___
_____	Yes___	No ___	Not voting ___

Attest: ACC Authorized Signature:

Signed: \_\_\_\_\_

**Approved As Submitted**

**Denied (Explanation: \_\_\_\_\_)**  
\_\_\_\_\_ )