



2. **No work shall commence until written approval from the ARB has been received by the owner.** Any construction or exterior alteration before the approval of this application is not allowed and that, 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 timely and workmanlike manner and within 45 days. The estimated start date is \_\_\_\_\_ and the completion date is \_\_\_\_\_. If unable to meet these dates I will notify the Association of the changes.
4. Members of the ARB, Board of Trustees, or the Management Agent may make routine inspections.
5. This request is subject to restrictions by the Declaration and a review process as established by the Board of Trustees. 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 ARB.
6. 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 accept responsibility for maintenance, repair and upkeep of said addition or modification.

**Information Regarding Your Exterior Modification**

1. Prince William County Zoning – (703) 792-8154, Plan Review – (703) 792-4040, and Permit divisions – (703)792-6924 may require that I file plans.
2. The Architectural Review Board has forty-five (45) days in which to review and return their decision. Every effort will be made to reply in a timely manner. Should the Architectural Review Board fail to approve, modify or disapprove this request within forty-five (45) days for whatever reason the owner applicant is still obligated to follow and abide by the Governing Documents to include the Architectural Guidelines currently in effect. This delay or oversight in no way permits the owner to make any exterior modification to their home or yard that they know or should know would be a violation. The owner will still be held accountable and all remedies available to the HOA established to enable correction of the modification may still be used.
3. Questions regarding architectural change forms may be directed to Key Advantage Community Management at (703) 680-2564.
4. Common areas disturbed by construction activities shall be immediately returned to their original state.
5. Delivery trucks and Construction vehicles shall not leave the paved surface of the roadways.
6. I/we will Contact Miss Utility at 1-800-552-7001, before any excavation.
7. **I/we will contact the ARB/Management and have all work performed inspected to ensure compliance.**

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Owner (if applicable)

\_\_\_\_\_  
Date

<b>Action by Architectural Review Board</b>	
Date Received:    /    /	
Approved as requested Or Approved subject to the following conditions or modifications	
	Signature: _____ Date: _____
Disapproved – Reason for disapproval	
	Signature: _____ Date: _____
Final Inspection:    /    /	Signature: _____ Date: _____