

EXTERIOR MODIFICATION APPLICATION FORM

C/O Blackwood Management, Inc.
PO Box 1866, Fredericksburg, VA 22402-1866
540-710-6800 Fax 540-710-6743

Please Print

Owner's Full Name: _____ Date: _____

Property Address: _____ Lot #: _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

Email: _____

Is this application in response to a cited violation on your property? Yes () No ()

DESCRIPTION OF MODIFICATION REQUESTED: Please include a detailed description and diagram (sketch or picture) of the proposed alteration showing elevations/dimensions/style of exterior alteration, include color and materials samples. A House Location Survey (HLS) must be attached to the application showing the location of the addition or modification. Note: Applications for a FENCE, DECK, PATIO OR OTHER STRUCTURES WILL NOT BE PROCESSED WITHOUT THE HLS. ALL EXISTING ADJOINING PROPERTY OWNERS FENCES NEED TO BE SHOWN (as applicable).

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 Homeowners Association from and against any and all such claims. I (We) am (are) responsible for all maintenance, repair and upkeep of said addition or modification.

(Signature of Owner)

(Signature of Co-Owner)

ACTION BY THE ARCHITECTURAL CONTROL COMMITTEE (DATE) _____

() APPROVED as requested

() APPROVED subject to the following condition/s/stipulation/s: _____

() DISAPPROVED for the following reason/s: _____

Notification sent to Applicant: _____

Authorizing Board/Committee Member Signature: _____

Homeowner Acknowledgment

I/we hereby understand and agree to the following:

1. No work shall commence on this project until I/we have received approval from the Association's Review Body (committee and or Board of Directors). I acknowledge that the committee/board members may request additional information, designs, or any other information as may be necessary.
2. Any construction, exterior alterations, work commenced or completed prior to approval, will place your property in a 'non-compliant' status and will be considered a violation of the Association's Governing Documents and you may face fines. If any portion of the application is disapproved, wholly or in part, I/we may be required to return the property to its original condition at my/our own expense, and that I/we may be required to pay any legal expenses incurred by the Association related to this.
3. Any change, amendment, deviation from, addition to, or deletion from the originally submitted approved application must be resubmitted for review and approval.
4. The proposed project must comply with all state, county, and local codes, ordinances, and inspections. Applications for building permits are my/ or my contractor responsibility. Nothing in this application shall be construed as variance or waiver of these codes nor does the approval reflect in any way approval of the structural integrity of the exterior change, addition, modification and or alteration.
5. Any construction or exterior change, addition, modification and or alteration must be erected within property lines, or as specified in the Governing Documents/Design Guidelines as applicable.
6. It is solely my responsibility, as the owner of the property, to ensure that the proposed project is structurally, mechanically, and otherwise safe and that it is designed and constructed in compliance with all applicable building codes, fire codes, other laws or regulations and sound construction practices.
7. I and/or my contractor is responsible for the restoration of any damage to Association common property and or neighboring property's caused by the construction of this project.
8. This project will not detrimentally affect the proper drainage of any common property or neighboring lots. That I/we will be responsible at my/our expense to correct any resulting drainage issues resulting from this project.
9. **Work must be completed within one (1) year/twelve (12) months from the date of approval**, if work is not completed within one (1) year, a new exterior modification application must be resubmitted for review/approval.
10. Upon completion please take a picture and submit to Blackwood Management so the AAC can verify compliance and completion to close the request.

I/We have read and understand the Owner's Acknowledgment and agree to comply. I/We hereby certify that the information that has been provided is accurate to the best of my/our knowledge. I/We further certify that, once approved, I/We shall construct the proposed improvement according to the approved plans, schedule and specifications.

The application is signed by all property owner(s) of record.

Owner Signature: _____ **Date:** _____

Owner Signature: _____ **Date:** _____

Additional Information:

Review Process: The amount of time that the Association's Review Body has to render a decision on this application is stipulated in the Governing Documents/Guidelines. The Review Body will make every reasonable effort to expedite the review process, however the timeline for review/response is stated in the Governing Documents/Guidelines. Applications will be reviewed for completeness and requirements stated in the above acknowledgments.

Notification: You will be notified of the findings of the Review Body, by mail. Additionally, you may be notified, by email and/or telephone if time frames are a requirement to meet estimated construction dates.

Appeals: Any objection to the Review Body's ruling can be made at any given time. An objection must be in the form of a written appeal to Association's Board of Directors within fifteen (15) days of the receipt of the decision letter. The Board of Directors will consider the objection and will be given thirty (30) days for investigation, hearing and deliberation. The Board of Directors may also, at its discretion, call for a meeting, to meet either in person or by a video call to discuss the details of the appeal. Any delay in action or in lack of action by the Association's Board of Directors is not to be assumed to be acceptance or rejection of the Review Body's decision.

Exterior Modification Application Checklist

To expedite review of your application, your submission must include all required attachments and signatures.

- () Exterior Modification Application, with all required signatures.
- () Completed Homeowner Acknowledgment form with all required signatures.
- () A thorough description of your project, including height, width, length, depth, size and shape.
- () When feasible, detailed plans, sketches, catalog illustrations, internet picture(s) along with a list of materials, including color and/or samples.
- () A copy of your House Location Survey (HLS), site plan/plot plan showing the project location with relation to the home. Drawing does not have to be architect quality, but must be legible.
Exception: Roof/Window Replacement.

Completed applications and all supporting documents may be scanned and emailed to: exteriormod@blackwoodrealestate.com or mailed to our office, you may also fax your application to our office 540-710-6743 but this is the least preferred method as quality of faxes can be indistinguishable. Please do not fax photos as they are illegible.

Should you have questions, please contact our office at (540)710-6800