

WOODLAND HILLS HOMEOWNERS ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE REQUEST FOR APPROVAL OF ALTERATION TO PROPERTY

Please describe, in detail, the proposed alteration to your home or lot for which you are requesting approval, including color(s), size(s), specifications, drawings, materials to be used, location and all other pertinent information. Samples of color chips, shingles, or other such building materials, published architectural descriptions, advertising literature or any other information that will help the Architectural Review Committee (ARC) to fully understand your request will assist in the review of your request. If appropriate, a sketch or detailed drawing of the proposed alteration should be included. This form, along with the supporting information, may be printed and mailed or emailed to the property manager. **YOUR APPLICATION WILL BE RETURNED/DENIED IF the information requested above is not included with your application.**

Submit this form with design drawings/supporting materials to:
Matt Potts, Oakbrook Management, 10400 Connecticut Avenue, Suite 400, Kensington, MD 20895
Email: mattp@oakbrookmgt.com, Telephone: 301-654-5107 (ext.2)
Include additional pages if necessary. Separate forms must be submitted for **EACH** proposed modification.

Property Owner: _____ Date: _____
Address: _____ Day Telephone: _____
Email: _____ Eve. Telephone: _____

DESCRIPTION OF PROPOSED MODIFICATION:

REQUEST FOR APPROVAL OF ALTERATION TO PROPERTY

HOMEOWNER'S ACKNOWLEDGEMENTS: I/WE UNDERSTAND THAT:

1. The Board of Directors and/or ARC reviews and approves architectural modifications for appearance and compliance with the Architectural Guidelines of the community only. The homeowner is SOLELY responsible for the design, structural integrity, and safety of his/her proposed modification.
2. The material herein contained shall represent alterations which comply with the zoning and building codes of the City of Gaithersburg, Montgomery County and the State of Maryland and nothing contained herein shall be construed as a waiver or modification of such ordinances.
3. No work shall commence until written approval by the ARC has been returned to the applicant. Further, if alterations are made before said approval and any construction or improvement is disallowed by the ARC, the applicant may be required to return the property to its former condition at the applicant's expense, including any legal and administrative expenses incurred and fines imposed.
4. Approval of this application is contingent upon all work being completed in a professional and workmanlike manner and in accordance with the specifications included with this application and the Architectural Guidelines. The ARC reserves the right to perform routine inspections before issuing final approval. If any construction or improvement is not completed in a professional and workmanlike manner or fails to be in accordance with the specifications included with this application and the Architectural Guidelines, the homeowner may be required to correct the work at the homeowner's expense, including any legal and administrative expenses incurred and fines imposed.
5. Approval as granted by this application will be automatically revoked if work has not been completed within 180 days of the ARC approval date and/or completed by the date specified by ARC.
6. The homeowner must contact ARC (within two weeks of the completion of the work) via regular mail, email, or by telephone to inform ARC that the work is completed and ready for final inspection.

By submitting this form, you, the homeowner, acknowledge that you have read, understand, and agree to the conditions listed above.

REQUEST FOR APPROVAL OF ALTERATION TO PROPERTY

FOR ARC USE:

APPROVED

APPROVED WITH CONDITIONS

DISAPPROVED or DENIED

COMMENTS: _____

ARC MEMBERS SIGNATURES:

Date: _____ Date: _____ Date: _____

Date of Homeowner's notification to ARC that the work is completed and ready for final inspection: _____

FINAL INSPECTION: **DATE:** _____

APPROVED

APPROVED WITH CONDITIONS

DISAPPROVED or DENIED

COMMENTS: _____

