Attachment

MONROE MANOR HOMEOWNERS ASSOCIATION (HOA)
APPLICATION FOR EXTERIOR MODIFICATION

APPLICANT'S NAME: _____

ADDRESS OF PROPOSED CHANGE: _____

HOME PHONE: _____ WORK PHONE: _____ LOT NO. _____

FIRST SUBMITTAL: YES _____ NO _____

INSTRUCTIONS TO APPLICANT:

1. Consult the ARC Design Guidelines for specific submittal requirements for each proposed change.
2. Submit application, drawings, and other required documents by the **1st of the month** to:

Monroe Manor HOA
c/o Sentry Management
1602 Village Market Blvd SE, Suite 365
Leesburg, VA 20175

communitycare@sentrymgt.com
www.sentrymgt.com
Telephone (540) 751-1888
Fax (540) 751-1899

3. All exterior alterations require a house location survey (plat diagram) indicating the location of the proposed change, except exterior painting, storm/garage doors, and shutters. The house location survey should show exact placement of exterior alteration including setbacks from the rear and side Lot (property) lines. Please provide details on materials of proposed change (i.e., type, dimensions, height, color, etc.).

Describe Proposed Changes (attach additional sheets if needed):

_____
_____
_____

Obtain signatures of all property owners adjacent to and affected by the change (adjacent to all side, rear, and front property lines; also across the street if impacted by a front exterior modification):

Name/Street Address	I acknowledge reviewing this change
_____	_____
_____	_____
_____	_____
_____	_____

Estimated Start Date: _____ Estimated Completion Date: _____
(Allow 45 days for ARC approval prior to start date. Allow enough lead time when filing your application.)

1. I agree that compliance with Monroe Manor HOA Architectural Guidelines and approval by the ARC do not constitute compliance with county building and zoning codes, and ARC approval shall not be construed as a waiver or modification of any code restriction.
2 I agree that no changes will be started until written approval of the ARC has been received by me, and that if changes are made, I will be required to return the property to its former condition at my own expense and pay all legal fees incurred if this application is disapproved.
3. I agree that members of the ARC and Board of Directors shall be permitted to enter upon my property after prior notification to me and at a reasonable time, for the purpose of inspecting the proposed change, the project in progress, and the completed project. Such entry shall not constitute a trespass.
4. I agree that the authority granted to make the proposed changes will be revoked automatically if the changes requested have not commenced within 3 months of the approval date and completed within 6 months thereafter.

HOMEOWNER'S SIGNATURE :_____ DATE:_____

(Effective February 22, 2012)

ARCHITECTURAL REVIEW APPLICATION INSTRUCTIONS

WHAT TO INCLUDE IN AN APPLICATION FOR EXTERIOR MODIFICATIONS:

1. ***A House Location Survey (Certified Plat).*** A copy of your plat ***MUST*** be included for new construction and additions to a present structure on the lot. Please submit plat for decks, fences, patios, play houses, sheds, landscaping, etc. The location of the proposed structure MUST be drawn on the plat. Drawings should be to scale. Plats are not required. for paint changes, storm doors/windows, or other such modifications.

2. ***Detailed Drawings***. A full set of architectural drawings ***MUST*** be included for changes such as decks, fences, patios, etc. Landscaping plans, including size and type of plants, as well as number to be planted, must be included.

3. ***Dimensions***. Provide all dimensions, including height, roof slope, etc. on new construction.

4. ***Description of Materials***. Provide a list of all materials to be used in the proposed construction.

5. ***Description of Colors***. Applications for colors which are not the original color of house and/or trim ***MUST*** be accompanied by actual color samples and not photos.

6. ***Photographs***. Photographs of existing conditions are helpful to the Architectural Committee.

7. ***Drainage***. Changes in grade or other conditions that will affect drainage ***MUST*** be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.

8. ***Signatures of Property Owners***. Obtain signatures of all property owners who will be most affected by the change. ***A minimum of TWO signatures are required with the application***.

   a. For ***decks and fences*** please include numbers 1 - 6, and 8 (#6 is optional).

   b. For ***landscaping*** include numbers 1 - 3, 6, and 8.

   c. For ***sheds and doghouses*** include numbers 1 - 4, 6 and 8 (#6 is optional).

   d. For ***storm and screen doors*** include numbers 5 - 6, and 8.

   e. For ***lattices*** include numbers 2 - 4,6 and 8.

   f. For ***recreation and play equipment*** include numbers 1 - 6 and 8.

   g. For ***patios*** include numbers 1 - 4, and 8.

   h. For ***home additions*** include numbers 1-8.