

**GREENWOOD HOMEOWNERS ASSOCIATION**

**Covenants Committee (CC)**

**EXTERIOR ALTERATION APPLICATION**

**(One Application per Alteration –Multiple Alterations on to a Single Application Will Result in Automatic Disapproval for All Requests)**

Name: \_\_\_\_\_ Section: \_\_\_\_\_ Lot: \_\_\_\_\_

Address: \_\_\_\_\_ Phone (H): \_\_\_\_\_

Email Address: \_\_\_\_\_ (W): \_\_\_\_\_

Application for: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Please provide any information which may be helpful to the CC, such as copies of plans and product brochures; a complete, detailed description of the proposed change, including sketches, drawings, written description and show location on a copy of the site plan for the property. Refer to the Design Standards for the information that is to be supplied. If more space is needed, please attach a separate sheet. **The CC may visit the existing site prior to granting approval.**

*(Check all that are included with this application)*

- Plat
- Drawings
- Sketches
- Picture
- Additional Description
- Other

For deck or fence application: “We understand that the wood must comply with the Design Criteria specified in Sections A or B of the Design Standards.” \_\_\_\_\_ (applicant’s initials)

For patios or ground level deck applications: “We certify that installation of the requested patio or deck will not adversely affect the drainage to, from, or through the property.” \_\_\_\_\_ (applicant’s initials)

**Acknowledgement by four property owners (adjacent or those who have a view of the change) is required. Their signatures (below) indicate an AWARENESS of intent and do not constitute approval or disapproval.** Neighboring property owners may submit objections to this application within ten days to Cardinal Management Group.

Name (Print): \_\_\_\_\_ Name (Print) \_\_\_\_\_

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

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

Name (Print): \_\_\_\_\_ Name (Print) \_\_\_\_\_

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

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

CC ACTION:

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ More Information/Justification Needed \_\_\_\_\_

Comments or Stipulations: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Print & Sign**

**Owner's Agreement/ Acknowledgment**

1. I understand that compliance with The Greenwood Design Standards and approval by the Covenants Committee (CC) do not necessarily constitute compliance with the provisions or building and zoning codes of Fairfax County. (The building ordinance of the Fairfax County Building Department requires that you file plans with the Building Inspector at his office in the Fairfax County Government Complex. Call 703-222-0801 for construction requiring a building permit). Further, nothing herein contained shall be construed as a waiver or modification of any County restriction. I am responsible for obtaining the necessary permits (if applicable) prior to commencement of construction, which will be constructed in conformance with all applicable state, county, and city building codes.
2. No work will commence until written approval from the CC has been received by the owner. Any construction or exterior alteration before the approval of this application is not allowed and, if alterations are made, I/we may be required to pay all legal expenses incurred. Once approved, construction must be completed within six (6) months (unless additional time is requested and approved) and must be done in a way that does not unreasonably interfere with neighboring units.
3. I understand that members of the CC are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project, and that such entry does not constitute a trespass.
4. I agree to store construction materials only on my own property, rather than on common areas, easements or parking areas, to bear the cost of repairing any damage caused to such areas, and to remove all unused materials from public view within 7 days following the completion of work.
5. I understand that I am responsible for removal, in a prompt and timely manner, of any debris resulting from construction.
6. Approval is contingent upon all work being completed in a professional manner. 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 acknowledgement. Members of the CC, the Board or the management agent may make routine inspections. Approval, if granted, is not meant to comment or advise on the fitness or safety of any proposed alteration or modification.
7. This request is subject to restrictions by the Guidelines and a review process as established by the Board. 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 CC.
8. 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, the Board, the CC and the management company from and against any and all such claims. Moreover, I/we accept responsibility for all maintenance, repair and upkeep of said addition or modification.

I further understand that I shall retain and convey to future owners a copy of this signed agreement as proof of approval.

I represent and warrant that the proposed changes herein requested strictly conform to the appropriate Architectural Guidelines and that these changes shall be made in strict conformance with the plans and specifications submitted by me.

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

FAILURE TO PROVIDE ALL REQUIRED INFORMATION WILL CAUSE THIS REQUEST TO BE RETURNED FOR COMPLETION

Please mail your application to:

Greenwood Homeowners Association  
c/o Cardinal Management Group, Inc.  
4330 Prince William Parkway  
Suite 201  
Woodbridge, VA 22192

If you have any questions or concerns about this application, contact Cardinal Management Group at 703-569-5797.

**Supporting Documentation:**

The supporting documentation listed below must accompany this application, as applicable for the proposed change. An application submitted without all required submissions will be considered incomplete. In such case, the Covenants Committee's 45 day review period will not commence until all required submissions have been provided. In general, an applicant should provide all documents and exhibits required by Fairfax County for the proposed improvements.

A. Finish Materials - A description and/or sample of all finish materials to be used for the exterior surface of proposed improvements must be provided.

B. Site Plan - A site plan, drawn to scale, showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines, unit, and adjacent dwelling units must be provided for decks, patios, walls, storage sheds, fences, and major landscape changes which require approval.

C. Architectural Drawings and Landscape Plans - Detailed architectural drawings or plans must be provided for decks, storage sheds, any structural additions to the home and major landscape improvements which would change the topography of the lot or landscape plan originally provided by the builder.

D. Photographs - The inclusion of photographs is appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit or lot.

**Other:**

Please use this form when you plan any architectural changes to your existing home and property. The form and any attachments enables the Covenants Committee (CC) to serve you by having a clear understanding of your proposed changes. Please remember the CC must review and approve any fence, deck, or other structure or external home modification before work can begin.

Where applicable, utility easements are to be marked before excavation is started. This service is provided free of charge by Miss Utility and is required in order to provide for your safety. Putting up a fence, a new deck or just landscaping? For location of underground telephone, cable TV, electric, gas, water and sewer lines, REMEMBER -48 HOURS BEFORE YOU DIG...CALL MISS UTILITY at 1-800-257-7777. Please note there is a **FINE** if underground cables or conduits are severed.

A copy of this form, and the Design Standards may be retrieved at <http://www.cmgmt.com/greenwood.html>

**Filing an Appeal:**

The CC tries to accommodate all homeowner requests; however, this is not always possible in each case because of the bylaws, Design Standards, and historical precedence set within the Community. If in the event your request is denied and/or approved conditionally, and you disagree with the decision that the CC has rendered, you may file an appeal to the Greenwood Homeowners Association Board, within 10 days of receipt of the CC's decision. Your appeal must be submitted in writing and explain why you think your request should be approved. Please include any additional information that may have been missing in the original request to the CC. Please include a copy of your original request along with the decision letter. The appeal should be sent to address listed above.