

**OAK MILL HOMEOWNERS ASSOCIATION
ARCHITECTURAL MODIFICATION FORM**

Please submit the completed form and all documentation to [Insert Community Name], c/o FirstService Residential, 11351 Random Hills Rd, Suite 500, Fairfax, VA 22030 (facsimile 703-591-5785; telephone 703-385-1133). One copy reflecting the action taken by the Association will be returned to you for your records. All owners must sign this request. Modifications may not commence without approval by the Board.

NAME OF OWNER(S): _____

OAK MILL ADDRESS: _____

TELEPHONE NUMBERS: _____ (H) _____ (W)

Date proposed modification is to commence and to be completed: _____

In accordance with the Declaration of Covenants, Conditions, Restrictions and Reservation of Easements covering the property described above, I/we hereby apply for written consent to make the following modifications or addition(s).

DESCRIPTION/DIAGRAM OF MODIFICATION REQUESTED: Please include a description and diagram (if applicable) of the addition or modification being requested and, if appropriate, a copy of your plat with the location of the modification(s) indicated. If more space is needed, please attach a separate sheet.

Acknowledgement by all adjacent property owners is needed. Their signatures (below) indicate an AWARENESS of intent and do not constitute approval or disapproval. Applications will be returned without all signatures. If there is no adjacent unit, indicate below.

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

OWNER'S ACKNOWLEDGMENT: I/we understand that:

1. Material herein contained will represent alterations that comply with the zoning and building codes of the County to which the above property is subject. Further, nothing herein contained will be construed as a waiver or modification of such ordinances. The owner is responsible for obtaining the necessary permits prior to commencement of construction.
2. No work will commence until the owner has received written approval from the Association. Any construction or exterior alteration before approval of this application is not allowed and, 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 professional manner and 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 acknowledgment. Members of the Committee or the Board or the management agent may make routine inspections. Approval, if granted, is solely meant as a waiver from the restrictions in the Declaration and is not meant to comment or advise on the fitness or safety of any proposed alteration or modification.
4. This request is subject to restrictions by the Declaration and a review process as established by the Board. Any variation from the original application must be resubmitted for approval. The Committee or the Board will return a copy of this request to me/us after review.

5. 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 Committee 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.

Signature of Owner

Signature of Owner

Date received by the Association

ACTION BY THE ASSOCIATION

Authorized Signature

Date

Approved as submitted **Denied**

Approved subject to the following conditions:

