

Log #: _____
Date to ACC: _____
Received: _____

For ACC USE ONLY



**LAKEVIEW AT BRANDYWINE HOMEOWNERS
ASSOCIATION'S**

APPLICATION FOR EXTERIOR ALTERATION

NAME: _____

ADDRESS: _____

PHONE NUMBER :(H) _____ (W) _____

LOT NO. _____

INSTRUCTIONS: Please use area below to describe all proposed improvement(s), alteration(s) or changes to your lot or home. Please attach required details to include; sketches, drawings, clippings, pictures, catalog illustrations and any other documentation that will help to facilitate the application process. Please depict locations of all proposed additions, changes and alterations to your property on a copy of your lot survey. If painting is required, please attach a color sample of the paint chip. *All structural changes require a plot plan of your lot with a scaled drawing of the proposed alterations or additions.* Please limit attachments to 8 1/2" by 11" in size and submit 2 copies. **Applications that do not provide full details of the proposed exterior alterations will not be approved until all required documentation is received.**

PLEASE NOTE: **NO exterior alterations shall commence without prior written approval from The Lakeview at Brandywine HOA Board of Directors/Architectural Committee.** Exterior alterations that commence without prior written approval of the application for exterior modification is a violation of the community covenants, therefore work performed without prior written approval will be removed at the home owners expense.

Please email or mail all correspondence to:

The Lakeview at Brandywine Homeowner's Association
C/O Quality 1 Property Management
Attention: Architectural Committee
12138 Central Avenue, Suite 863
Mitchellville, MD 20721
lakeviewatbrandywinehoa@gmail.com
office@quality1propertymanagement.com

DESCRIPTION OF CHANGE REQUESTED:

NOTES:

- 1. Prior to starting to build, building permits should be obtained. Further, nothing herein contained shall be construed as a waiver of modification of any local, county or state restrictions.
- 2. While applications usually take no longer than a few weeks for review, the committee has up to 30 calendar days from receipt of completed application to respond to render a decision. A copy of the application will be returned to you after acted upon by the ACC and/or the Board of Directors.
- 3. Applicant must contact Quality 1 or the HOA upon completion of proposed change for verification of compliance. Work as expressed herein must be completed within 12 months of approval. Extenuating circumstances regarding completion should be brought to the attention of Quality 1 or the HOA.

SIGNATURES:

Consent of at least four (4) property owners who are most affected because they are adjacent and/or have a view of your change, is required. Should one of your neighbors disapprove, please so indicate with the reason for their disapproval noted in the comments section. Their signatures indicate an awareness of your intent and does not constitute or indicate approval or disapproval by the HOA.

Name: _____	Name: _____
Address: _____	Address: _____
Signature: _____	Signature: _____

Name: _____	Name: _____
Address: _____	Address: _____
Signature: _____	Signature: _____

Owner's Acknowledgements: Please initial beside each acknowledgement:

- _____ 1. I understand that nothing herein contained shall be construed to represent that alteration to land or buildings in accordance with these plans shall not violate any of the provision of building and zoning codes of the county to which the above property is subject. Further, nothing herein contained shall be construed as a waiver of modification of any said restrictions.

- _____ 2. I understand that that no work on this request shall commence until written approval from the Quality 1 or the HOA has been received by me.
- _____ 3. I understand that any construction or exterior alteration undertaken by me or on my behalf before approval of this application is allowed; that, if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and, that I may be required to pay all legal expenses incurred.
- _____ 4. I understand that those members of Quality 1 or the HOA are permitted to make a routine inspection.
- _____ 5. I understand that my approval is contingent upon construction or alterations being completed in a workmanlike manner.
- _____ 6. I understand that a copy of this application will be returned to me after review by Quality 1 or the HOA.
- _____ 7. I understand that there are architectural requirements covered by the HOA and a review board process as established by the Board of Directors which includes homeowners being current on their assessments prior to submittal of any application for exterior modifications.
- _____ 8. I understand that the alteration authority granted by this application will be revoked automatically if the alterations requested have not commenced within 180 days of the approved date of this application and/or completed by any date specified by the HOA.
- _____ 9. I understand that all proposed improvements must meet county codes. My signature indicates that these standards are met to the best of my knowledge. I understand that applications for all required building permit(s) are my responsibility.
- _____ 10. I understand that any variation from the original application must be resubmitted for approval.

PROHIBITIONS:

The following modifications will **not** be approved:

1. Chain link fences or fences constructed of a wood material are prohibited.

OWNERS SIGNATURE: _____ DATE: _____

Attachments: (1) Sketch, photo, catalog illustration, etc.

(2) Copy of survey marked with change being requested

LAKEVIEW AT BRANDYWINE HOA ACTION:

- () Application Approved as Submitted,
- () Application Approved with the following provision(s):

- () Application **DENIED** for the following reason(s):

Signed: _____ Date: _____