

(*Application must be signed by Homeowner(s) only. Homeowner is responsible for completion of the project, according to ARC-approved specifications. Applications are reviewed at monthly Board meetings in executive closed session. ARC decisions may take up to sixty (60) days per the HOA Declaration. Please plan your project start/end date accordingly.*)

TO: Architectural Control Committee
Advantage Property Management
223 N. Prospect Street, Suite 204
Hagerstown, MD 21740

ATTN: Mick Hersh or Holly Blubaugh, Community Property Manager

From: Phone Home:

Address: Phone Work:

Email:

Directions: (Please print or type)

Please use area below to briefly describe all proposed improvements, alterations, or changes to your lot or home. Attach required details by sketches, drawings, clippings, pictures, catalog illustrations, and other data. Show location of item on your property on a copy of the plat survey map.

Owner's Acknowledgements:

I understand... :

1. ...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 provisions 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 construction.
2. ...that no work on this request shall commence until written approval of the Architectural Control Committee has been received by me.
3. ...that any construction or exterior alteration undertaken by me or in my behalf before approval of this application is application is not 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. ...that any approval is contingent upon construction or alteration being completed in a workmanlike manner.
5. ...that members of the Architectural Control Committee are permitted to make a routine inspection.
- 6...that a copy of this application will be returned to me after review of the Architectural Control Committee.
7. ...that there are architectural requirements covered by the Covenants and a review board process as established by the Board of Directors.
8. ...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 Committee.
9. ...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 application for all required building permit(s) are my responsibility.
10. ..that any variation from the original application must be resubmitted for approval.

Owner/Applicant Signature:

Date:

Co-Owner/Applicant Signature:

Date:

REMINDER: Attachments that must be enclosed with the ARC Application in order to speed up the process:

- (1) Either a photo, catalog illustrations, pictures, and diagrams/drawings with spec details.
- (2) Copy of survey (plat map) marked with change being requested.
- (3) A completed application including signatures and a full description of changes or what is being built.

FOR COMMITTEE USE ONLY:

Date Received:

Approval Decision:

Date Received:

Date:

Comments:

Committee Signature: