

The Grove at Huntley Meadows HOA

Architectural Improvement Request Form

Architectural Review Committee

c/o Cardinal Management Group Inc.

4330 Prince William Parkway

Suite 201

Woodbridge VA, 22192

Telephone: 703-569-5797 Fax: 703-866-3156

Name of Owners: _____ Date: _____
Address: _____ Email Address: _____
Telephone: Home: _____ Work: _____ Cell: _____

Type of Alteration/Change (please check appropriate box):

- Second Story Deck Complete Section (a) below
Ground Level Deck Complete Section (a) below
Fence Complete Section (b) below
Patio Complete Section (c) below
Storm Door Complete Section (d) below
Other Complete Section (e) below

Section (a) Deck Additions

Dimensions: Across the back of the house: _____
Dimensions: Length out from house: _____
Elevation from ground level: _____
Railing Height (from surface of deck): _____
Railing Type (describe): _____
Type of materials to be utilized: _____
Color: _____

Include information on any additional attachments, such as trellis, lighting, benches, flower boxes etc.

Section (b) Fence Additions:

Total Dimensions of fence: _____
Fence Type: _____
Type of Gate: _____
Type of materials to be utilized: _____
Color: _____

Section (c) Patio Additions

Total Dimensions of patio: _____
Type of materials to be utilized: _____
Color: _____

Section (d) Storm Doors

Placement of door: _____
Describe type of Storm door: _____
Describe color of Storm door as it relations to the following:
Front Door, Siding (brick) and Trim: _____

Section (e) Other

Please provide an explanation of the project, providing details on dimensions, materials and colors as applicable:

All Applications must be accompanied by the following materials:

- ___ Attached architectural plans/drawings or photographs of the proposed project. Drawings MUST show elevations, dimensions, and height off the ground, relationship to existing structures, railings, footing, color samples if necessary and manufacturer’s brochures, if available.
- ___ Attached a copy of the property plat showing size, shape and location of improvement to residence and adjoining properties (including specific dimensions of improvement and distances to adjoining properties).

I understand and agree to the following:

- This modification may require a County building permit or may be subject to other governmental regulations. I agree to obtain all required city/county approvals. Miss Utility will be contacted prior to the commencement of any construction. Approval of this application satisfies only the requirements of the Association and not any obligation to the County or others as may be required.
- I assume full responsibility for all landscaping, grading and/or drainage issues relating to the improvements, including applicable replacing bonds or escrows posted by Developer/Builder currently in place affecting the lot. All work associated with the project will be completed within the property lines. Any damage to adjoining property (including common area) or injury to third persons associated with the improvement.
- No work on this proposal will commence until I receive written approval of the Association. To do so is a violation of the Covenants of the Association, and may result in my being required to remove an unapproved modification and restore my property to its original condition at my own expense if this application is disapproved. I also understand that I am being held responsible for any legal fees incurred on behalf of the Association in enforcing this provision.
- An approval is contingent upon the construction being completed in a timely and professional and workmanlike manner as per the specification as submitted in this application.
- Members of the Association may enter upon my property to make routine inspections.
- There are architectural requirements addressed in the Design Standards and Declaration, and review a process as established by the Board of Directors.
- The approval authority granted by the Association (if so granted) will automatically expire should the proposed project not be commenced within 180 days of approval or completed one year of the approval that a variation from the original application must be submitted for approval of the Association.

Owner(s) Signature: _____ Date: _____

- Approved
- Disapproved
- Approved with conditions _____

Comments: _____

Committee Representative: _____ Date of Decision: _____

