

Control No. _____

EXETER HOMEOWNERS ASSOCIATION ARCHITECTURAL MODIFICATION FORM

Date Received by
Management

Name of Owner: _____

Home Phone: _____

Exeter Address: _____

Work Phone: _____

DESCRIPTION /DIAGRAM OF PROPOSED EXTERIOR CHANGE OR ALTERATION:

OWNERS' ACKNOWLEDGEMENT: I/We understand that:

1. The owner is responsible for obtaining the necessary building permits prior to commencement of construction and for complying with all Town of Leesburg and Loudoun County zoning and building codes to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of such ordinances.
2. No work shall commence until the owner has received written approval. Any construction or exterior alteration before approval of this application is not allowed. If alterations are made, we may be required to return the property to its former condition at our own expense and we may be required to pay all legal expenses incurred.
3. Approval is contingent upon all work being completed in a workmanlike manner within six months.
4. This request is subject to restrictions by the Declarations and a review process as established by the Board of Directors. Any variation from the original application must be resubmitted for approval.
5. I/We acknowledge and agree that we will be solely liable for any claims, including without limitations, claims for property damage or personal injury that result from the requested addition or modification. I/ We hereby indemnify the Homeowners Association and their 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/ We further agree that the members of the Architectural Review Board, the Exeter Home Owners Association, the Exeter Board of Directors, and /or the Exeter management company shall not be liable for damages, incidental or consequential, relative to this application or the work/project herein.
6. I/We hereby give consent to the members of the Architecture Review Board and/or the Exeter management company access to my property to inspect the above changes and/or alterations during construction and/or upon completion.
7. The ARB meets the 3rd Thursday of each month at the Exeter Clubhouse; applications must be submitted to the Exeter Management Company by Noon the prior Monday.

Signature of Homeowner

Date

Signature of Homeowner

Date

ARCHITECTURAL REVIEW BOARD ACTION

Date received by ARB: _____

- Approved as Requested
 Disapproved
 Incomplete
 Approved Subject to the Following Conditions/Modifications

Printed Name of ARB Member

Signature of ARB Member

Date

Printed Name of ARB Member

Signature of ARB Member

Date

**INSTRUCTIONS FOR COMPLETION
ARCHITECTURAL MODIFICATION FORM**

1. **Separate Applications for Each Project:** A separate application form is required for each project (e.g., a deck and fence require a separate application for each.)

2. **Where to Send:** Return the completed form and all required documents to the Exeter management company:

Sentry Management
50 Catoctin Cir, Ste. 301
Leesburg, VA 20176

3. **Required Documents:** Submission requirements for specific modifications are listed in the Architectural Guidelines available at www.exeterhoa.com. Include a description and diagram (sketch or picture) of the addition or modification being requested, and if appropriate, a copy of your plat plan with the location of the modification indicated on it. A plat plan is generally required for all modifications and additions. To avoid a delay in the approval of your application, be sure to include a plat plan if one is required. Plat plans may be obtained from the Town of Leesburg, 25 West Market Street. If more space is needed to describe the proposed modification, additional sheets may be attached. All paint color changes require a picture showing the current color and a sample of the proposed color.

4. **Notification of Action Taken by the Architectural Review Board (ARB):** You will be notified in writing by the Exeter management company of the action taken by the ARB.

5. **Permits:** Obtaining required permits is the responsibility of the homeowner. *Do not submit a copy of the permit with your application.* It is recommended that you keep a copy of any permit(s) in your personal records even if the permit is obtained by a contractor.

6. **Completion Deadlines:** The approved project must be completed within six months after approval. If the project is not completed within six months, the approval becomes void and a new application is required. In the event a new application is required, you may attach a copy of the original application to the new one.

7. **Notification Form Required Upon Completion:** Upon completion of the approved project, you need to submit to the Exeter management company a completed *Architectural Completion Notification* form. This form may be obtained online at www.exeterhoa.com or from the Exeter management company.

Original Approval Date

**EXETER HOMEOWNERS ASSOCIATION
ARCHITECTURAL MODIFICATION
COMPLETION NOTIFICATION FORM**

Date Received by Management

Name of Owner: _____

Home Phone: _____

Exeter Address: _____

Work Phone: _____

Modification: _____

This is to give notice to the Architectural Review Board that the Architectural Modification(s) listed above has been completed and is ready to be reviewed by an ARB member. I understand that the purpose of this review is to ensure that the Architectural Modification completed compares favorably with the Architectural Modification application that was submitted and approved. I further understand that in the event of the Modification completed does not comply with the application submitted and/or the standards set forth in the Homeowner Handbook, enforcement procedures shall be initiated as indicated in Homeowner Handbook and Association By-Laws.

Signature of Homeowner

Date

This form must be mailed back to the Architectural Review Board (ARB) c/o Sentry Management, 602 S. King Street, Ste. 400, Leesburg, VA 20175, within 10 days of completion of the approved changes. Each modification needs its own form. If the ARB fails to receive this form within 90 days, it may conduct an inspection to determine if the modification has taken place. Upon completion of inspection, a copy of this form will be sent to the Homeowner. **IMPORTANT NOTE: All approvals for modification not completed within 6 months are considered void and the homeowner must reapply for the approval to the ARB.**

ARCHITECTURAL REVIEW BOARD ACTION

Date received by ARB: _____

The completed Architectural Modification noted above has been inspected by the Architectural Review Board and, compared to the application submitted by the Homeowner, it has been determined that the Modification:

- has been installed/constructed as presented in the application as submitted.
- has not been installed/constructed as presented in the application submitted and/or in compliance with the standards set forth in the Homeowners Handbook (see comments below).
- has not been installed/constructed as presented in the application submitted by the homeowner, however, the modification has been accepted with the approvable modification(s) to the application as listed below.

Verified By

Date