

APPENDIX B: EXTERIOR MODIFICATION PROCESS

Instructions for completing an Exterior Modification Form:

1. Complete all sections and attach pertinent information and drawings to avoid delay in processing the Form.
2. Any changes to the scope-of-work by the contractor completing the work requires resubmission of the Form.
3. In accordance with the Declaration of Covenants, Conditions, and Restrictions, the Covenants Committee shall act on all matters promptly within forty-five (45) days. Work shall not begin until the Homeowner receives written approval from the Covenants Committee.
4. Any questions regarding the Form should be directed to the HOA Management Office in person at the Clubhouse, or by phone or email.
5. **All applications must be received a minimum of one week prior to the Covenants Committee meeting on the first Tuesday of each month.**
6. **Member or members of the Covenants Committee will contact the Homeowner to schedule a site visit to review the project proposed by the Exterior Modification Form.**
7. Return the completed Exterior Modification Form and attachments to:
Symphony Village at Centreville Homeowners Association, Inc.
Attention: HOA Management Office
100 Symphony Way
Centreville, MD 21617

Symphony Village At Centreville Exterior Modification Form

For Symphony Village Homeowners Association Only

Date Received: _____ Log #: _____	Covenants Member Assigned (<i>please print</i>): _____
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Resident Information

Homeowner Name (<i>please print</i>): _____	Day Phone #: _____ Evening Phone #: _____
Email Address: _____	
Property Address: _____	
Mailing Address (<i>if different from above</i>): _____	

Reason for submittal:

- New Work
 Resale
 House Inspection Letter
 Resubmittal
 Already Completed
 Other

Proposed Exterior Modification

- Awning
 Color/Material Change
 Deck
 Doors – Replacement/Storm/Garage
 Irrigation on private property
 Landscaping/Hardscape/Vegetable Garden
 Lighting
 Patio
 Pergola
 Roof replacement
 Solar Photovoltaic System
 Window
 Other: _____

Project Description:

Required Attachments

Please include the following attachments, if applicable:

- **Property Plat:** please mark to scale location of proposed project on property plat;
- **Photos:** to show location and proposed improvement;
- **House Inspections:** please include a copy of the letter;
- **Deck requests:** include a sketched elevation view (from back and sides), plan view (from roof) and rail type and size;
- **Material description:** for architectural and landscape projects;
- **Ground installation:** if the project requires breaking ground a **Ground Installation Form** is required to ensure existing infrastructure will not be impacted (irrigation and Miss Utility included);
- **Samples/brochures:** to describe materials, including colors;
- **Scaled drawings:** including all elevations. Must show finished project with measurements (height, length, width), if applicable;
- **Additional attachments:** other attachments as determined by the Covenants Committee to enable a full understanding of the proposed project.

Please reference **Architectural Requirements** guidelines online for more detail: Governance/Official Documents

Contractor Information

Contractor Name: _____
Work Schedule (anticipated) / Start Date: _____ / Completion Date: _____

Please Note: All change(s) to the scope-of-work (location, materials, etc.) will require resubmission of the Exterior Modification Form. If the proposed project is a ground installation, a **Ground Installation Form** is required; **please share the contents of that form with your Contractor.**

Homeowner Acknowledgement

As the property owner submitting this application, I understand and agree to the following:

- I have complied, to the best of my knowledge, to the Symphony Village *Covenants Requirements* and no work will be initiated on this Exterior Modification form until written approval is received.
- I understand, should the Covenants Committee deny my request for modification, there is a published appeal process that may be followed.
- I agree to comply with any and all Town of Centreville building codes and permits as required.
- I agree to contact the Symphony Village HOA General Manager to coordinate an on-site review for completion of a Covenants Requirement **Ground Installation Form**, if applicable.
- I agree to obtain at least two adjacent neighbors' signatures to notify them of this application; those signatures are on page 3 of this application.
- I agree to allow Covenants Committee members to inspect my property, as necessary, for this proposed project.
- I agree to complete this Exterior Modification according to its approved plans and schedule: commencement within three (3) months; completion within nine (9) months of approval.

Homeowner Signature: _____ Date: _____

Thank you for your compliance and attention to the HOA Symphony Village Architectural Requirements.

Adjacent Property Owner Signatures

As the adjacent property owner, I have read the proposed exterior modification (page 1 of this Exterior Modification Form) and have been duly notified of this request. One name per household.

Adjacent Property Owner 1:

Printed Name: _____ Signature: _____

Property Address: _____ Date: _____

Adjacent Property Owner 2:

Printed Name: _____ Signature: _____

Property Address: _____ Date: _____

Approval Process

Exterior Modification Forms are due to the HOA AGM one week prior to Covenants Committee meetings.

The Covenants Committee meets the first Tuesday monthly at which time all *completed* applications are voted upon. A Covenants Committee response will be made within forty-five (45) days from date of receipt of the Exterior Modification by the Committee. Those decisions will be given to the HOA AGM, who will send a decision letter to the homeowner.

IMPORTANT: No Exterior Modification shall commence without prior written approval from the Symphony Village Covenants Committee. Exterior Modifications that commence without approval first will be removed at the Homeowner's expense.

Questions?

Symphony Village Management: 410-758-8500
Symphony Village **Covenants Requirements** Website: symphonyvillage.net; Governance

Please return the completed Exterior Modification Form and attachments to:
Symphony Village at Centreville Homeowners Association, Inc.
Attention: HOA Management Office
100 Symphony Way
Centreville, MD 21617

Covenants Committee Use / Decision

Decision Date: _____

- | | |
|--|--|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Ground Inspection Form Required |
| <input type="checkbox"/> Approved With Contingencies | <input type="checkbox"/> Additional Information Required |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Other |
| <input type="checkbox"/> Disapproved | |

Comments: _____

Covenants Committee Chair (*please print*): _____

Covenants Committee Chair Signature: _____

General Manager Signature, when applicable: _____

APPENDIX H: GROUND INSTALLATION FORM
(Required For Any Ground Breaking Modifications)*

Homeowner Name: _____ **Exterior Modification #:** _____
Property Address: _____
Proposed Modification: _____

(1) Miss Utility – Avoidance of Public Underground Lines

All ground modifications (installation of pavers, new or modified irrigation system, generator, trees, shrubs, utility box plantings, etc.) requires verification of public underground lines/pipes. Miss Utility informs/marks underground pipes/lines free of charge. (*Note:* You may request flags instead of permanent paint to mark infrastructure -- while the paint will disappear, it will take time; this is the resident's decision.)

Call Miss Utility (excluding weekends and legal holidays) before you put a shovel in the ground.
Eastern Shore Maryland Miss Utility: 800-441-8355 or use the Internet option: ITIC Lite.

Important: According to Maryland Title 12 Law: If a contractor is working for you, the contractor must have a ticket/verification in their company name. A contractor cannot perform work using a homeowner's ticket number. Also, as of October 2010, homeowners are required by law to contact Miss Utility when mechanized equipment is being used within 18" of a utility marking.

After verification, please provide the Miss Utility ticket number on this form and attach it to the Symphony Village Exterior Modification Form.

Miss Utility ticket # _____

(2) HOA Community-Contracted Irrigation Company Verification

Instructions:

- (a) Obtain the proposed modification illustrations from your contractor.
- (b) Sketch the proposed modification location on your property plat.
- (c) Attach the illustrations and property plat with location noted to this form.
- (d) **Please call the HOA General Manager to schedule the irrigation verification on your property: 410-785-8500.**
- (e) The irrigation company is expected to flag any irrigation lines in the proximity of your Exterior Modification(s).
- (f) Upon review by the HOA community-contracted irrigation company, please ask representative to read and sign the **Irrigation Verification** below.
- (g) Attach this completed form with your Exterior Modification Form.

Irrigation Verification:

I have performed an on-site review of the subject property and have reviewed its property plat. To the best of my knowledge, **all appropriate lines/sprinkler head locations have been marked.**

Printed Name: _____ Date: _____

Signature: _____

*Note: Completion of a Ground Installation Form is not required for an existing or HOA previously approved garden bed.