

APPENDIX B: EXTERIOR MODIFICATION PROCESS

Instructions for completing an Exterior Modification Form:

1. Complete all sections and attach required (inclusive of plat) and 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.

Phone: 410-758-8500

Email: gm@symphonyvillagehoa.com

5. **All applications must be received a minimum of one week prior to the Covenants Committee monthly meeting, to be considered at that meeting.**
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. Final inspections by the Covenants Committee are required after completion of an exterior modification. Please contact the HOA Management Office upon completion.
8. **Important:** Exterior modification(s) approved must be completed nine (9) months after approval. If not, an additional Exterior Modification Form must be submitted by the resident
9. 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 (HOA) Only

Date Received: _____
Log #: _____

Covenants Member Assigned (*please print*): _____

Resident Information

Homeowner Name (*please print*): _____

Day Phone #: _____

Evening Phone #: _____

Email Address: _____

Property Address: _____

Mailing Address (*if different from above*): _____

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;
- **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 a paint chip for change of color;
- **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.

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 and approval 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 from HOA Management 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 project according to its approved plans and schedule: commencement within three (3) months; completion within nine (9) months of approval by HOA Management.

Homeowner Signature: _____ Date: _____

Thank you for your attention and compliance 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 may be submitted any time. However, for a review they are required one week prior to the Covenants Committee's monthly meeting for consideration at the next scheduled meeting.

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

IMPORTANT: No Exterior Modification shall commence without prior written approval from the Symphony Village HOA Management. 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: _____

☐ Approved

☐ Approved With Contingencies

☐ Tabled

☐ Disapproved

☐ Ground Inspection Form Required

☐ Additional Information Required

☐ Other

Comments: _____

Covenants Committee Chair (*please print*): _____

Covenants Committee Chair Signature: _____

General Manager Signature, when applicable: _____

Revised 03/06/2020