

Autumn Glen Architectural Change Form A ^{9/8}

Obtain ALL forms from Architectural Committee Chairman or Member of Committee
Return all change form(s) to the Chairman of the Architectural Committee for processing.

ARCHITECTURAL CHANGE IS ONLY FOR THE OUTSIDE (Exterior) of PROPERTY

1. Property Owner's Name: _____.
2. Property Owner's Address: _____.
3. Property Owner's Telephone: _____.
4. Architectural Change for (fence, deck, patio, screened porch, room addition, etc.): _____

5. Architectural Change Request Description (List of proposed materials, types of finish, color, size, etc.): _____

Homeowner's Signature: _____ Date: _____

Note: Approval by the HOA is only for HOA Deed Restrictions. Property owners are responsible for obtaining all County, State or Federal permits & approval where required by those agencies, and which may be in addition to HOA Deed Restrictions.

Attach:

1. Property Plat. **Include Lot number**
2. Diagram, size of Architectural Change requested
3. Pictures, brochures if applicable, etc.
4. Other pertinent information to assist the Architectural Committee review

Use reverse side for additional information.

Date Application Received by Committee: _____

HOA Tracking number of request: 0000__A

Architectural Committee Chairman Approved: _____ Date: _____
*Disapproved: _____ Date: _____

*See attached for recommendations and or disapproval information.

5. When hiring a contractor to perform work on any project that is covered by HOA Deed Restriction, and for your protection, it is strongly recommended that you make sure the contractor is licensed in a County in Virginia and has the appropriate insurance and where required, the appropriate county permits. If damage occurs to sidewalks, curbs or common areas by a contractor or subcontractor hired by an HOA member while constructing/adding or making repairs to their property, the HOA member is responsible. If damage occurs, you should **immediately** document the damage and take appropriate action to contact the responsible party. Time, documentation and contact are essential to help resolve what could be an expensive fix. **You should also inform the HOA of the damage to the property and what action you have taken to repair HOA property.**

Important: Article X, General Provisions contained in the deed of covenants, section 1. Enforcement: “The association, its successors or assigns, or any Owner, including the Declarant, shall have the right to enforce, by a proceeding at law or in equity, all restrictions, conditions, covenants, reservations, liens and charges, now or hereafter, imposed by the provisions set forth herein. Failure by the Association, its successors or assigns, or by any Owner, or the Declarant, to enforce any covenant or restriction herein contained shall in no event: be deemed a waiver of the right to do so thereafter. All costs which the Association, its successors or assigns, or any Owner, or Declarant, shall incur in the successful enforcement of the restrictions, conditions, covenants, reservations, liens, and charges, now or hereafter imposed, shall be borne by the party against which action is taken and which costs shall include reasonable attorney’s fees, costs and damages.”

In laymen terms previous violation of the covenants can be enforced at any time including after the fact and even months or years later or even at time of reselling. So we strongly urge you to abide by the legal documents you signed and agreed to when you purchased your home in Autumn Glen a Frederick County Deed Restricted Community. The right way to do that is obtain approval from the HOA before you act.