

## **Symphony Village at Centreville**

### **Exterior Modification Form**

#### **APPENDIX B: EXTERIOR MODIFICATION PROCESS**

The Exterior Modification Form must be received a minimum of one week prior to the Covenants Committee monthly meeting, to be considered at that meeting.

Only one (1) identified project per Exterior Modification Form is to be submitted.

Complete all sections and attach required pertinent information, plat, detailed drawings, photo of location of proposed project, etc. to avoid delay in processing the Exterior Modification Form.

The Covenants Committee will contact the homeowner to schedule a site review for the project proposed on the Exterior Modification Form.

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 HOA Management.

Any changes to the scope of work by the homeowner or contractor requires re-submission of the Exterior Modification Form.

Final review by the Covenants Committee is required after completion of the Exterior Modification Process. Please contact HOA management upon completion.

Approved Exterior Modifications must commence in three (3) months and must be completed within nine (9) months after approval. If not, a new Exterior Modification Form must be submitted by homeowner.

#### **RETURN COMPLETED EXTERIOR MODIFICATION FORM AND ATTACHMENTS TO:**

Symphony Village at Centreville Homeowners Association

Attention: HOA Management Office

100 Symphony Way

Centreville, MD 21617

410.758.8500

GM@SymphonyVillageHOA.com

# Symphony Village at Centreville

## Exterior Modification Form

For Symphony Village HOA only

Date Received\_\_\_\_\_

C.C. Member Assigned\_\_\_\_\_

Log # \_\_\_\_\_

Date--- Additional Info\_\_\_\_\_

### Resident Information

Homeowner Name \_\_\_\_\_ Address \_\_\_\_\_

Email \_\_\_\_\_ Address (if different from above \_\_\_\_\_

Phone # \_\_\_\_\_

### Reason for Submittal:

☐ New Work      ☐ resubmittal      ☐ resale      ☐ Other\_\_\_\_\_

### Proposed Exterior Modification

☐ Landscape/Hardscape    ☐ Patio    ☐ Color door/shutters    ☐ Doors: front/storm/garage

☐ Awning    ☐ Roof Replacement    ☐ Solar Panels    ☐ Lighting    ☐ Other\_\_\_\_\_

### REQUIRED ATTACHMENTS

Please include the following attachments, if applicable:

- ☐ Photo of location of project
- ☐ Detailed drawings of proposed project
- ☐ Measurements – Height, Length, Width
- ☐ Brochures – Samples – Photos
- ☐ Property Plat – Mark location of proposed project
- ☐ Ground Installation
- ☐ Landscapes/ Hardscapes ----Detailed Design Plan
- ☐ Deck ---Detailed Plane with elevations and rail type
- ☐ Three Season Room ---Detailed plan with elevation and window type

Additional attachments may be required. -----

### PROJECT DESCRIPTION

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# Symphony Village at Centreville

## Exterior Modification Form

Please reference Architectural Requirements for more details.

Property Address \_\_\_\_\_

### Contractor Information

Contractor Name \_\_\_\_\_

Work Schedule (Anticipated) Start Date; \_\_\_\_\_ Completion Date \_\_\_\_\_

### Homeowner Acknowledgement

As the property owner submitting this Exterior Modifications Form, I agree to the following:

- ( ) I have complied, to the best of my knowledge, to the Symphony Village Architectural Requirements and no work will be initiated on this Exterior Modification Form until written approval is received from HOA Management
- ( ) I agree to comply with the town of Centreville, MD building codes and permits as required.
- ( ) I agree to obtain two adjacent neighbors' signatures to verify their notification of this Exterior Modification Request
- ( ) I agree to allow a Covenants Committee Representative to review my property for this proposed exterior modification.
- ( ) I agree to complete this exterior modification according to its approved plan, schedule, and specification; commencement to be within three months: completion within 3 months of HOA management approval.
- ( ) I understand should the Covenants Committee deny my Exterior Modification there is an appeal process in place.

Homeowner Signature \_\_\_\_\_ Date \_\_\_\_\_

### Adjacent Property Owners Signatures

As the adjacent property owner, I have read this exterior modification form. I have been notified of this exterior modification request. One name per household.

1----- Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Property Address \_\_\_\_\_ Date \_\_\_\_\_

2-----Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Property Address \_\_\_\_\_ Date \_\_\_\_\_

# Symphony Village at Centreville

## Exterior Modification Form

Property Address \_\_\_\_\_

### APPROVAL PROCESS

Exterior Modification Forms are due to the HOA GM no later than one week prior to the Covenants Committee Meetings.

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

### NO EXTERIOR MODIFICATION SHALL COMMENCE WITHOUT PRIOR WRITTEN APPROVAL

All change(s) to the scope of work (location, materials, etc.) will require re-submission of the Exterior Modification Form. Exterior Modifications that commence without prior approval will be removed at the Homeowners expense.

Symphony Village Management-----410.758.8500

Symphony Village Architectural Requirements website----[symphonyvillage.net](http://symphonyvillage.net)----Go to Governance

**Please return the completed Exterior Modification Form and attachments to:**

**Symphony Village at Centreville**

**HOA Management Office**

**100 Symphony Way ----- Centreville, MD 21617**

**Covenants Committee Use Only -----Decision**

Decision Date \_\_\_\_\_

☐ Approved

☐ Ground Installation Form Required

☐ Approved with Contingencies

☐ Additional Information Required

☐ Tabled

☐ Other

☐ Disapproved

COMMENTS \_\_\_\_\_

Covenants Committee Chair (Please Print): \_\_\_\_\_

Covenants Committee Chair Signature: \_\_\_\_\_

General Manager Signature, when applicable: \_\_\_\_\_