

**FOUNTAINVIEW HOMEOWNERS ASSOCIATION, INC.
APPLICATION FOR ARCHITECTURAL CHANGE**

(*Exterior architectural changes mean that any exterior changes a homeowner makes to the outside of their dwelling or lot, which changes the look, color, size/dimensions, texture, material, including major landscaping work (plants/vegetation, shrubs, trees, etc) require ARC approval. Application must be signed by Homeowner(s) only. Homeowner is responsible for completion of the project, according to ARC-approved specifications. A decision may take up to thirty (30) days. Please plan your project start/end date accordingly. *)

TO: Architectural Control Committee
c/o Advantage Property Management
223 N. Prospect St., Suite 204
Hagerstown, MD 21740

ATTN: Sue Snyder, Community Property Manager

From: _____ Phone: Home: _____
Address: _____ Work: _____
Email: _____

Directions: (Please print or type)

Please use area below to briefly describe all proposed improvements, alterations, or changes to your lot or home. Attach required details by sketches, drawings, clippings, pictures, catalog illustrations, and other data. Show location of item on your property on a copy of the survey.

Owner's Acknowledgements:

I understand... :

1. ...that nothing herein contained shall be construed to represent that alteration to land or buildings in accordance with these plans shall not violate any of the provisions of building and zoning codes of the county to which the above property is subject. Further, nothing herein contained shall be construed as a waiver of modification of any said construction.
2. ...that no work on this request shall commence until written approval of the Architectural Control Committee has been received by me.
3. ...that any construction or exterior alteration undertaken by me or in my behalf before approval of this application is not allowed; that, if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and, that I may be required to pay all legal expenses incurred.
4. ...that any approval is contingent upon construction or alteration being completed in a workmanlike manner.
5. ...that members of the Architectural Control Committee are permitted to make a routine inspection.

6. ...that a copy of this application will be returned to me after review of the Architectural Control Committee.
7. ...that there are architectural requirements covered by the Covenants and a review board process as established by the Board of Directors.
8. ...that the alteration authority granted by this application will be revoked automatically if the alterations requested have not commenced within 180 days of the approved date of this application and/or completed by any date specified by the Committee.
9. ...that all proposed improvements must meet county codes. My signature indicates that these standards are met to the best of my knowledge. I understand that application for all required building permit(s) are my responsibility.
10. ...that any variation from the original application must be resubmitted for approval.

Project start date: _____ Project end date: _____

Owner/Applicant Signature: _____ Date: _____

Co-Owner/Applicant Signature: _____ Date: _____

REMINDER: Attachments that must be enclosed with the ARC Application in order to speed up the process:

- (1) Either a photo, catalog illustrations, pictures, and diagrams/drawings with spec details.
- (2) Copy of survey (plat map) marked with change being requested.
- (3) A completed application including signatures and a full description of changes or what is being built.

FOR COMMITTEE USE ONLY: Date Received: _____
 Approved: _____ Date: _____
 Disapproved: _____ Date: _____
 Comments: _____

Committee Signature: _____