

The Reserve at Moorhead Homeowners' Association

Exterior Alteration Application

- ◆ A completed application must be submitted for any exterior changes or modifications on your property. No work should commence without the written approval of the Architectural Review Board.
- ◆ The completed Application should be submitted at least 21 days prior to the start of any project. The review takes approximately 20 days, and the decision of the Architectural Review Board will be mailed to you.
- ◆ Please remember to attach all appropriate documentation and information required to process the application. An incomplete application will not be processed and will be returned to you.
- ◆ Homeowners should read the Association's governing documents before submitting this application

I understand that I am responsible for obtaining a Town of Warrenton building permit(s) as required, for certain projects such as decks, room additions, fences, etc.

I understand that members of the Architectural Review Board are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project, and that such entry does not constitute a trespass.

I understand that the Architectural Review Board's decision is required on all applications within 20 days of their receipt of the completed application.

I understand that the project must be started within 180 days of the approval date of the application and must be completed by the completion date indicated on the application or the approval becomes invalid.

If this application is for the installation of a deck or a fence, please check one of the boxes below:

- ☐ **For the installation of a deck** - I understand that the deck may be allowed to weather naturally, or a clear or semi-transparent wood tone preservative may be used.
- ☐ **For the installation of a fence** - I understand that vinyl fencing in a white color is the only material from which fences can be constructed. Two, three, or four rail, picket, and 5 foot privacy panels with 1 foot of lattice on top (total of 6 feet) are the only styles of fencing permitted.

I understand and agree that no construction or exterior alterations shall commence until written approval of the Architectural Review Board has been received by me. If any changes or additions are made prior to approval, or if the application is disapproved, I may be required to return the property to its former condition at my own expense, and may be required to pay all legal expenses incurred.

Homeowner's Signature: _____ **Date:** _____

Return the completed Exterior Alteration Application to:

The Reserve at Moorhead Homeowners' Association
c/o Austin Realty Management (ARMI)
P.O. Box 3413
Warrenton, VA 20188

The Reserve at Moorhead Homeowners' Association

Exterior Alteration Application

Date Submitted: _____

Homeowner's Name: _____ Lot #: _____

Address: _____

Home Phone: _____ Work Phone: _____

Please provide a detailed description of the proposed exterior alteration and include the following information:

1. **A copy of the site plan (plat) of the property with the location of the proposed project clearly marked on it.**
2. **A detailed drawing of the proposed project which includes such as information as, but is not limited to, measurements, design, style, color (color sample must be provided), material to be used, etc.**
3. **Project Description:**

4. **Start Date:** _____ **Completion Date:** _____

5. **Two signatures of adjacent property owners are required.** If adjacent lots are unoccupied, the owner of the unoccupied property must sign the application. If your property is not adjacent to at least two others, check the box "Property not adjacent to two other homes," and obtain a signature(s) from nearby property owners who have a view of the exterior alteration. A signature only indicates awareness, not approval or disapproval of the proposed alteration.

Print Name	Address	Lot #	Signature

☐ **Property not adjacent to two other homes**

TO: Homeowner

FROM: Architectural Review Committee

Committee member signature for approval

Your request for architectural change is hereby Approved / Disapproved

If disapproved, for the following reason(s):

If a homeowner has an objection and/or disagrees with the decision of the Architectural Review Board, he/she may appeal to the Board of Directors of the Reserve at Moorhead Homeowners' Association.