

HUNTSMAN'S RIDGE HOMEOWNERS' ASSOCIATION
Architectural Improvement Request Form

PURPOSE OF FORM: 1. Foster harmonious relations among our members; 2. help protect you, the Association and its members from potential legal action; 3. provide Points of Contact to assist you in preparing the form and accomplishing those things necessary to obtain quick approval; 4. remind you of your responsibilities to federal, state and local government agencies and our Association; 5. help prevent unintentional consequences, and wrongful, or improper acts; 6. help assure safety and preventative measures to avoid injury or damage to persons or property; 7. help preserve property values for you and other members; and, 8. document the actions taken by our Association relative to the requested work.

INSTRUCTIONS: Please complete and sign this form or it will be returned and no action will be taken by the Architectural Review Committee (ARC). Any requested work is prohibited unless approved by the ARC. Any unapproved work may need to be altered or removed at your expense. When completed, submit this form directly to the ARC or to the Association's Property Management Firm. Our HOA Contact List provides phone numbers and email addresses for both, as well as those of our Board of Directors. If you have questions or need guidance, please contact the ARC staff.

Section 1. If you answer "Yes" regarding the need to expedite the request, please contact the ARC by phone or email and explain. Be sure to inform the ARC of the needed completion date.

Section 2. Example of a brief description: "Install a new door at the main entrance (front) of the house. See attached site plan."

Section 3. Describe the Location Only if there is no site plan. If there is a site plan, put "See attached site plan." A drawing or photo or a site plan can be used to show the location of where exterior work will be performed on an existing structure. Check "N/A" if no structure or building or fence is to be placed, moved, or removed or "Yes" if there are attachments.

Section 4. A description is not required if product information sheets and color schemes that fully depict the materials are attached. If you are doing the work, please include a description and list of the materials you will be using. Check "N/A" if not applicable to the work or "Yes" if there are information sheets and color sample attachments.

Section 5. A description is not required if plans and drawings are attached. Examples of major projects are ones that could: (1) alter or interfere with the waterflow to or on adjacent property, the HOA drainage system or the common maintenance areas; (2) restricting sight lines of your neighbor(s) in such a manner as to obstruct their view of vehicular traffic; (3) impairing the visibility of drivers using the HOA roadways; and (5) impeding the traffic flow. Check "N/A" if no grading or landscaping is to be done or "Yes" if there are attachments.

Section 6. This section is only required if *major* construction is to be done (e.g., something that will change the size or shape of the residence). Check "N/A" if major construction is not to be done or "Yes" if there are attachments.

THINGS YOU NEED TO KNOW AND CONSIDER: 1. Our development is not in the town limits of Warrenton. Most building/construction/digging permits are issued by Fauquier County. However, water and sewer is provided by the Town of Warrenton. Contact these agencies for permitting questions if your project could involve the need for a permit.

2. You can contract with the County and/or Town to do some work for you (e.g., additional water lines). If you do contract with them, we strongly recommend that you fully understand the scope of work they will do and fully understand the cost. If the work will encroach on your neighbor's property or the common maintenance areas, you must notify the affected parties.

3. All properties in our development have easements of some sort (e.g., water, sewer, and electric lines). You should be aware of the location and type of easements on your property and understand your rights and obligations as well as those of the holders of the easements.

4. You should know the boundaries of your property and be aware of potential encroachment on the property of others, to include tree or bush branches that could hang over someone's property after planting and growth.

5. You are responsible for the conduct and work of any person or contractor you hire and for assuring that their work is not unduly disruptive to our Association's members or their property.

6. Our governing documents (i.e., our Declaration of Covenants, Bylaws, Articles of Incorporation) have the force of law. You are responsible for complying with the requirements of these documents. However, our documents are old and can be confusing. If you do not understand the requirements, contact a member of the Board of Directors for construction and ruling of the requirements.

7. Our Board, our ARC, or our property management firm will not provide you a legal opinion of law and ordinances regarding your project. You should contact an attorney for such matters.

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1. Your Information		
Printed Name:	Address:	
Telephone No.	or Cell No.	Email:
Best Time and Day to Contact You: (Day)		or (Date) Time:
Does this request need to be expedited? <input type="checkbox"/> No <input type="checkbox"/> Yes		
2. Brief Description – In sufficient detail for the ARC to understand the scope of the work.)		
3. Location of Work – Site Plan or Drawing Attached? <input type="checkbox"/> N/A <input type="checkbox"/> Yes		
Description:		
4. Product Information – Information and/or Color Schemes/Samples Attached? <input type="checkbox"/> N/A <input type="checkbox"/> Yes		
Description:		
5. Grading and/or <u>Major</u> Landscaping – Plans/Drawings Attached? <input type="checkbox"/> N/A <input type="checkbox"/> Yes		
Description:		
6. Architectural Plans and/or Drawings – Plans and/or Drawings Attached? <input type="checkbox"/> N/A <input type="checkbox"/> Yes		
Description (if roads and parking will be impacted, please advise and provide estimated time period):		

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7. Requesting Owner

By my signature below, I certify that I understand that I am solely responsible for: (1) obtaining any governmental approvals that are applicable to this Architectural Improvement Request; (2) complying with all applicable Federal, State, County, and Town laws, regulations, and/or ordinances; (3) damage or injury to other persons or their property that results from the work requested, to include the Common Maintenance Areas; and, (4) I understand and agree that I will provide additional information if requested by the ARC. Further, I certify that I have read the instructions for completing this form and our Association's Bylaws and Declaration and I agree that the work that is accomplished will be done in compliance with these documents and with the applicable Federal, State, County, and Town laws, regulations, and/or ordinances. I understand that I have the right to appeal decisions of the ARC to the Board of Directors.

Printed Name: _____ Signature: _____ Date: _____

Additional Certification (Complete only if the requested work is for adding a permanent building or structure to your lot and only if you have neighbors adjoining your property boundaries. This is a required notification ONLY and does not imply that approval from a neighbor(s) is required.)

I have notified my neighbor(s) of the proposed work. Signature: _____

8. Action of Architectural Review Committee

- Request Approved Request Approved with Conditions Request Denied
 Request Returned without Action Request Returned for Additional Information

State Reason for Denial or No Action; or Describe Additional Information Needed; or State Conditions for Approval.

9. Signature of Architectural Review Committee Members

Printed Name: _____ Signature: _____ Date: _____

Printed Name: _____ Signature: _____ Date: _____

Printed Name: _____ Signature: _____ Date: _____