

Winding Ridge Homeowners Association

Architectural Change Application

www.windingridgehoa.com



The Board of Directors has the absolute right to demand and enforce removal of all construction or alterations undertaken and/or completed by a unit owner without the required prior written consent of the Architectural Control Committee. *Receipt of this application does not constitute acceptance of the proposal.*

CONTACT INFORMATION FOR REQUESTOR(S) *Must be submitted by owner(s) of property indicated below.*

FULL NAME(S): _____

ADDRESS: _____

E-MAIL ADDRESS: *optional* _____

CONTACT NUMBERS: _____ *optional*

Primary

Secondary

Other

DIRECTIONS

The Declaration of Covenants requires that you submit all proposed exterior additions, changes, or alterations to your house and/or lot to the Architectural Control Committee for approval. **Your application must be complete and include all required information and details regarding the requested changes to be considered for approval.** Plans and specifications must include sketches, photos, catalog illustrations, manufacturer's information, etc.; and must clearly indicate the nature, kind, shape, color, and dimensions of the requested changes. Materials to be used for the requested changes must conform to established community standards. Submit completed application via e-mail toria.harris@summitmanage.com or mail to Summit Management Services, Inc., 8405A Richmond Highway Alexandria, Virginia 22309, Attn: Toria Harris. *Incomplete applications will be rejected and returned to the submitter(s).* **Please be aware that the Committee has 30 days to review and decide on your application.** Thank you!

DESCRIBE REQUESTED CHANGE(S) IN THE SPACE BELOW *Use additional pages as needed.*

REVIEW ACKNOWLEDGEMENTS ON PAGE 2; SIGN AND DATE APPLICATION BEFORE

OWNER’S ACKNOWLEDGMENTS

I/We, the owner(s) of the property listed on page 1 of this Architectural Change Application, understand and agree to the following:

1. That nothing herein contained shall be construed to represent that alterations to land or buildings in accordance with these plans shall not violate the provisions of the building and zoning codes of Fairfax County, Virginia, to which the aforementioned property is subject.
2. That nothing herein contained shall be construed as a waiver of modification of any said construction.
3. That no work on this request shall commence until written approval of the Architectural Control Committee has been received by me/us.
4. That any construction or exterior alteration undertaken by me or on my behalf before approval of this application is not allowed; that, if such alterations are made, I/we may be required to return the property to its former condition at my/our own expense if this application is disapproved wholly or in part; and that I/we may be required to pay all legal expenses incurred.
5. That any approval is contingent upon construction or alteration being completed in a workmanlike manner.
6. That members of the Architectural Control Committee are permitted to make a routine inspection.
7. That a copy of this application will be returned to me after review by the Architectural Control Committee.
8. That there are architectural requirements covered by the Covenants and a review board process as established by the Board of Directors.
9. 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.
10. That all proposed improvements must meet county codes.
11. That my/our signature(s) below indicate that all county standards are met to the best of my knowledge.
12. That I/we understand that the application for all required building permit(s) are my/our responsibility.
13. That any variation from the original application must be resubmitted for approval.
14. That the Architectural Control Committee and/or Board of Directors may approve or deny this application in whole or in part as deemed appropriate by the Committee and/or Board.

OWNER SIGNATURE(S) AND DATE(S) OF SUBMISSION

Owner’s Name and Signature

Date

Owner’s Name and Signature

Date

REMINDER

The following **must** be included with this application in order to be processed:

1. Photo(s), catalog illustrations, drawings, or other pictorial representation of requested alterations
2. A complete description of the location and scope of all requested alterations, including materials to be used
3. A completed application, including all required signatures

Submit the application by one of the following methods:

1. Send a signed (electronic signatures or physical signature “stamps” are acceptable) PDF copy via e-mail to <mailto:maria.burrell@summitmanage.com>
2. Send a signed paper copy of the application to:

Summit Management Services, Inc.,
8405A Richmond Highway
Alexandria, Virginia 22309
Attention: Maria Burrell

PLEASE NOTE THAT INCOMPLETE APPLICATIONS WILL BE RETURNED

FOR COMMITTEE USE ONLY

RECEIVED ON: _____

REVIEWED by: _____ DATE:

APPROVED by: _____ DATE:

REJECTED by: _____ DATE:

COMMENTS: