

Broadoak
Homeowners Association
ARB Modification Form

Owner Name: _____

Address: _____

Lot Number: _____ Email Address: _____

Telephone (H): _____ (W): _____

In accordance with the Declaration of Covenants, Conditions and Restrictions, the Bylaws of Broadoak Homeowners Association the Book of Resolutions and Appropriate Architectural Review Board (“ARB”) Guidelines (“Covenants”) referred to in the deed covering the property above, I/we hereby apply for written consent (utilizing this 4-step form) to make the following temporary or permanent modification(s) or addition(s) to my/our property.

Step 1 of 4

DESCRIPTION OF MODIFCIATION OR ADDITION:

The description must include complete information necessary to thoroughly understand anticipated modification or additions such as the height, width, size, shape, color, etc. Please submit photographs, sketches, brochures, and a copy of your plat with the location of the improvement(s) indicated on it. Please specify if the modification is temporary or permanent in nature, as well as the timeline for the project’s completion. In the case of temporary modifications, please specify how long the temporary alteration is proposed in effect (please feel free to attach documentation or additional pages if room is needed):

Step 2 of 4

NOTICE TO SURROUNDING PROPERTIES:

Acknowledgement by all surrounding property owners is needed. Their signature (below) indicates awareness of intent and does not constitute approval or disapproval.

Signature: _____	Print Name: _____
Address: _____	Lot #: _____
Signature: _____	Print Name: _____
Address: _____	Lot #: _____
Signature: _____	Print Name: _____
Address: _____	Lot #: _____
Signature: _____	Print Name: _____
Address: _____	Lot #: _____
Signature: _____	Print Name: _____
Address: _____	Lot #: _____

Step 3 of 4

OWNER'S ACKNOWLEDGEMENT: I/We understand that:

1. Material herein contained shall represent alterations that comply with zoning and building codes of Loudoun County Virginia. Further, nothing herein contained shall be construed as a waiver or modification of such ordinances. I/we are responsible for obtaining necessary building permits prior to commencement of construction.
2. No work shall commence until written approval of the ARB and Homeowner Association Board of Directors has been received by me/us. Any alteration completed before approval of this application is not permitted and if alterations are made, I/we understand that we may be required to return the property to its former condition at my/our own expense; and that I/we will be required to pay any and all legal expenses incurred.
3. Any construction materials (or debris) associated with these modifications must be properly stored out of sight on the requestor's property. Building materials, debris, trash, etc. may not be stored on common land or on another property unless express written consent has been obtained in advance.
4. Requestor explicitly agrees to ensure that any leftover building materials, trash, or debris will be properly disposed of at the conclusion of the project – or alternatively – in the case of temporary modifications or a project that is abandoned – to ensure that the property is restored to its original condition. Building materials, trash, and debris must be properly disposed of at all times. Trash, debris, chemicals, and construction material are not to be abandoned or left on common land under any circumstances.
5. Requestor must provide a timeline for the overall completion of the requested modification. If timeline is altered or if the project scope changes, Requestor must notify the ARB and submit revised specifications for re-approval if necessary. All approved alterations must be completed within 6 months of final approval.
6. Approval is contingent upon all work being completed in a workmanlike manner.
7. Members of the ARB or Board of Directors may make a routine inspection. I understand that members of the ARB 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.
8. This request is subject to restrictions by the Covenants and a review process as established by the Board of Directors. Any variation from the original application must be resubmitted for approval. A copy of this request will be returned to me/us after review by the ARB and Board of Directors.

Homeowner Signature: _____

Date: _____

Please return this completed form to:
Email: broadokhoa@broadokhoa.org

Step 4 of 4

Architectural Review Board and the Homeowners Association Board of Directors
Review

Date Received: _____

- () Final approval as requested.
- () Final approval subject to the following conditions/modifications
(See comments)
- () Disapproved for the following reasons (See Comments)

Comments:

Approval: _____ Date: _____

Signature / Title

Print Name: _____