

ARCHITECTURAL CHANGE APPLICATION

HUNT MEADOW HOA

Date received: _____

Please note that all completed applications and attachments must be received by the 25th of the month in order to be reviewed by the Architectural Review Committee prior to the Board of Directors Meeting for the following month.

The Architectural Review Committee of
Hunt Meadow HOA
ProCom
1111 Benfield Blvd., Suite. 110
Millersville, MD. 21108

ATTENTION HOMEOWNERS: If you have any questions or comments, please contact ProCom on (410) 721-0777 ext. 158.

According to the documents, the Board of Directors has 60 days in which to respond to a request.

(PLEASE PRINT OR TYPE)

Name _____
Address _____
Phone No. (day) _____ (evening) _____

- I understand that one application form must be filled out for each requested improvement or alteration.**

Please check the category that applies to the description of change or alteration.

Deck (DK) _____ Fence (FE) _____ Door (DR) _____
Planting (PL) _____ Shed (SD) _____ Painting (PT) _____
Windows _____ Shutters _____ Siding _____
Other _____

Description of Changes: Give full details of work to be completed: submit plans and specifications showing the nature, shape, height, materials and location of any alteration. If the modification is for:

- (a) Change in paint color, attach a sample of the paint or stain.
- (b) For windows, siding, deck, attach any pictures, brochures, or contractor proposal.
- (c) For siding and shutters, include samples/colors
- (d) Ground planting, fencing, deck, etc., attach a drawn-to-scale sketch, contractor proposal, etc.

UPON REQUEST, ALL SAMPLES WILL BE RETURNED.

Description of Changes:

Draw and attach a simple sketch & include clippings or pictures. Please try to limit your attachments to sheets of paper no larger than 8 ½ x 11. If they must be larger, submit sketch or a copy of your plot plan given to you by your settlement attorney.

Notes:

1. I understand that I am solely responsible for obtaining any and all necessary permits or licenses required by City of Annapolis and/or the State of Maryland. I further agree to hold harmless the Association and its Architectural Committee from any claims or actions arising by reason of violation of the City of Annapolis Codes and/or State law.
2. I understand and agree that no work on this request shall commence until written approval of the Architectural Committee has been received by me.
3. The ByLaws requires the Architectural Review Committee decision to be made within sixty (60) days or submission is considered automatically approved. If I am unhappy with the ARC's decision, it must be appealed within 15 days by giving written notice of appeal to Management Company. The Board of Directors will then determine the appeal.
4. A copy of this application shall be returned to me, after review by the Architectural Committee.
5. I understand that if my application does not contain complete information, it will be returned to me.
6. I understand that I have 6 months from the date of approval to complete the approved improvement. After which I will need to file for an extension from the Board of Directors to the Management Company.

Owners

Signature(s) _____

Date: _____
Date _____

- APPROVED*
- DENIED*
- APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:*

Approval is subject to obtaining all necessary permits.

Chairman, Architectural Committee Date

PROJECT IS COMPLETE. RE-INSPECTION DATE_____

When the architectural change has been completed, it will be re-inspected to determine that the work has been done in accordance with the request.

- APPROVED*
- DENIED*
- APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:*

Chairman, Architectural Committee Date