

FLINTS GROVE HOMEOWNERS' ASSOCIATION ARCHITECTURAL CHANGE APPLICATION

For specific design questions, please contact the Architectural and Environmental Control Committee

Please allow a three week turn around for a review of your plans.

To: **Flints Grove Homeowners' Association** **Date:** _____
P.O. Box 83505 Gaithersburg, MD 20883

From: Homeowner's Name: _____

Property Address: _____

Home Phone: _____ **Work or Cell Phone:** _____

PLEASE BE ADVISED THAT THE COVENANTS IN YOUR DEED REQUIRE THAT THIS FORM BE SUBMITTED AND APPROVED PRIOR TO BEGINNING ANY WORK ON YOUR PLANNED PROJECT. CHECK THE ITEMS THAT APPLY AND FILL IN ALL REQUIRED INFORMATION. PLEASE BE CAREFUL TO ATTACH ALL REQUESTED DATA TO THIS APPLICATION TO ENSURE ACCURATE COMMITTEE REVIEW.

In accordance with the Flints Grove Homeowners' Association, Inc. its Governing Documents, including its Declaration, its Articles of Incorporation, and its By-Laws covering the property listed above, I/We hereby apply for written consent to make the following exterior alterations or changes:

- 1. **ADDITION OF EXTERIOR STRUCTURE INCLUDING BUT NOT LIMITED TO: WOOD DECK, HOT TUB, SWIMMING POOL OUTDOOR KITCHEN OR FIXED STONE GRILL, OUTDOOR PATIO, FRONT STEPS OR PORCH UPGRADE.** Please attach a plat plan and scaled drawings showing design, elevation(s), and dimensions (2 copies of each drawing required).
- 2. **REMOVAL OF ANY EXTERIOR STRUCTURE INCLUDING BUT NOT LIMITED TO: DECK, HOT TUB, SWIMMING POOL, OR OUTDOOR PATIO.** Please provide the name of the Company/Contractor performing this work.
- 3. **FENCING.** Please attach a plat plan showing exact location of proposed fence and fence posts and provide the following information:
Company or Supplier's Catalog Illustration (2 copies required).
Style and materials to be used _____
Height & Finish/Color _____
NOTE: Fences must be constructed completely within the owner's property lines **as defined in the owner's Plat provided at Property Closing.**
- 4. **EXTERIOR PAINT CHANGE.** Please attach a paint sample, color name, and paint supplier to be used for **windows and house trim, front door or garage door paint** to this form. Note: You may consult with the FGHOA Architectural Control Committee Chairperson per the master color schedule for each home as prepared by the builder/developer, Mitchell and Best, or colors matching the "Colonial Collection" colors manufactured by McCormick Paints.
- 5. **NEW SIDING:** Please attach a sample, color name, and supplier of siding to be used to this form.
- 6. **NEW FRONT DOORS, GARAGE DOORS AND WINDOWS:** Please provide a catalog or picture of door, style name, supplier name and paint or finish color to be used to this form.
- 7. **NEW ROOF:** Please provide a sample, color name, and supplier of the new roofing material to be used with this application.
- 8. **FINISHED LIVING SPACE ADDITION AND/OR SCREENED PORCH ADDITION OR OTHER LIVING SPACE MODIFICATION.** The following drawings must be furnished to the FGHOA Architectural Control Committee before consideration: **Plat plan with proposed modifications, front and side elevations, floor plans, all to scale showing design, materials and dimensions.**

Please confirm that the planned modifications conform to the provisions stated in Article VIII, Sections 1 & 10, of the HOA Declaration:

Type of addition and/or modification: _____
Color of Finish: _____

- 9. **BASKETBALL NET/BACKBOARD/POLE** Please attach manufacturer's diagram and/or elevation to scale, along with location of proposed installation marked on your plat plan (2 copies of each). NOTE: FGHOA requires either all white or all black color installations.

10. _____ INSTALLATION OF TV SATELLITE DISH OR ANTENNAS. Property owners planning to install a satellite or antenna should follow the guidelines posted on the FGHOA website as adopted by the FGHOA Board of Directors:

<http://flintsgrovehoa.org/home/wp-content/uploads/2016/03/FGHOA-Guidelines-n-Satellite-TV-antennas.pdf>

11. _____ PERMISSION FOR REMOVAL OF SOUND HARDWOOD TREES WITH A DIMENSION GREATER THAN SIX INCHES WIDE AND TWO FEET FROM THE GROUND. The HOA Declaration requires residents to request approval from the Architectural and Environmental Control Committee prior to removing certain hardwood trees from their properties. Property owners will provide a written request-regarding the removal of hardwood trees with a description of the trees, number of trees to be removed and reason for removal.

12. _____ If my application is approved, I/we fully understand that the approval is only for what I have presented. I/we have indicated above and is based upon the facts I/we have presented, **I/WE UNDERSTAND THAT ALL APPROVED ALTERATIONS OR CHANGES MUST BE COMPLETED WITHIN THREE (3) MONTHS OF THE ARCHITECTURAL AND ENVIRONMENTAL CONTROL COMMITTEE APPROVAL UNLESS A SPECIFIC EXCEPTION IS PROVIDED BY THE COMMITTEE IN WRITING.**

13. _____ All approvals are for conformity with existing architectural and aesthetic conditions within the FGHOA community only. The applicant has the sole responsibility for building permits, engineering, water flow and/or any other areas requiring professional or technical advice or approval. Further, each applicant shall be solely responsible for any damages to adjoining properties and all other consequences that may result from the approval herein requested. **COMPLIANCE WITH THE PROVISIONS IN THIS FORM SHALL BE SUBJECT TO ARTICLE VIII OF THE FGHOA DECLARATION AND GOVERNING DOCUMENTS.** Any leftover construction materials and all debris resulting from any work described in this form shall be removed from the owner's property upon completion of the project. Please be advised that any noise resulting from construction work described in this form and any homeowner complaints shall be governed by and subject only to Montgomery County ordinances and relevant laws regarding noise restrictions provided in:

<http://www.montgomerycountymd.gov/dep/community/noise-ordinance.html>

14. SIGNATURE OF ADJOINING FLINTS GROVE PROPERTY OWNERS IMPACTED BY PROPOSED MODIFICATIONS:

I certify that I have reviewed my neighbor's plans. My signature in no way implies that I either approve or disapprove of my neighbor's proposal but that I am aware of his/her proposed modifications.

Address _____

Signature _____ Print Name _____

Address _____

Signature _____ Print Name _____

Address _____

Signature _____ Print Name _____

Applicant must assume responsibility for acquiring the necessary state or county building permits upon approval.

15. POST COMPLETION INSPECTION. Permission is hereby granted for members of the Architectural and Environmental Control Committee or by FGHOA Board of Directors to enter into my property or lot to make reasonable inspection of modification proposed or completed.

Signature _____

Date _____

16. FOR COMMITTEE USE ONLY:

Date Received _____

Approved _____

Approved as noted _____

Disapproved _____

Architecture Committee Chair signature _____

Date _____

Remarks _____ See attached.