

FLINTS GROVE HOMEOWNERS' ASSOCIATION ARCHITECTURAL CHANGE APPLICATION

Please allow a **four week** turn-around time frame from the date of receipt by Vista Management of this form for a review and approval by VISTA and the Architectural and Environmental Control Committee (AECC) of your plans.

To: Vista Management

From: Homeowner's Name: _____

PLEASE PRINT CLEARLY

Property Address: _____

Home Phone: _____ Cell Phone: _____ Email Address: _____

THE AECC FORM AND RELEVANT DOCUMENTS MAY BE SENT BY EITHER EMAIL OR REGULAR MAIL TO:

- A. Email: VistaM@aol.com Please scan the signed AECC form together with all the required documents submitted IN PDF FORMAT. DO NOT SUBMIT AS PHOTO PICS
- B. Regular mail: Send original signed form together with all required documents to:
 VISTA Management Corporation (VMC)
 12041 Bournfield Way, Suite C,
 Silver Spring Maryland 20904

PLEASE BE ADVISED THAT THE COVENANTS IN YOUR DEED REQUIRE THAT THIS FORM BE SUBMITTED AND APPROVED 60 DAYS PRIOR TO BEGINNING ANY WORK ON YOUR PLANNED PROJECT. CHECK ONLY 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 OR REPLACEMENT OF EXTERIOR STRUCTURE INCLUDING BUT NOT LIMITED TO: WOOD DECK, OUTDOOR PATIO, HOT TUB, SWIMMING POOL, OUTDOOR KITCHEN OR FIXED STONE GRILL, FRONT STEPS, RETAINING WALL OR PORCH UPGRADE.

Please provide as a separate attachment to this form one copy each in PDF Format of the plat plan and scaled drawings showing design, elevation(s), and dimensions of the project.

SIGNATURE OF ADJOINING PROPERTY OWNERS IS REQUIRED (Paragraph 14 of this Form).

2. REMOVAL OF ANY EXTERIOR STRUCTURE INCLUDING BUT NOT LIMITED TO: FENCE, DECK, HOT TUB, SWIMMING POOL, OR OUTDOOR PATIO.

SIGNATURE OF ADJOINING PROPERTY OWNERS IS REQUIRED (Paragraph 14 of this Form).

3. FENCING – REPLACEMENT OF EXISTING FENCE OR NEW CONSTRUCTION.

Please provide as a separate attachment to this form one copy of the plat plan in PDF Format showing the exact location of the new or replacement fence and fence posts. Please also provide as an attachment to this form:

- Company or Supplier's Catalog Illustration or Company Website Link providing this information.
- Style, Height of fence (not to surpass 6 feet).
- Wood stains must be in the cedar tone color family. **No dark stains are allowed.**
- NOTE: Fences must be constructed completely within the owner's property lines **as defined in the owner's Plat provided at Property Closing.**

SIGNATURE OF ADJOINING PROPERTY OWNERS IS REQUIRED (Paragraph 14 of this Form).

4. _____ EXTERIOR PAINT.

Please indicate paint color provided in the pre-approved 2020 Expanded Color Palette as further expanded in March 2020 manufactured by McCormick Paints for (a) House Trim for Windows, Porch and Stair railings, (b) Siding, (c) Front Door, or (d) garage door whichever may apply for the paint request.

Exterior paint contractors are exempted from providing MHIC License requirements.

SIGNATURE OF ADJOINING PROERTY OWNERS IS NOT REQUIRED.

5. _____ SIDING REPLACEMENT.

Please provide as a separate attachment to this form a picture of the replacement siding or the Company website link providing the color name, and supplier of siding to be used. Please note: Siding Color must be chosen from the 2020 Expanded Color Palette.

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6. _____ REPLACEMENT OF FRONT DOORS, GARAGE DOORS AND WINDOWS.

Please provide as a separate attachment to this form the Catalog or the Company website link of the door, style name, supplier name and paint or prefabricated finish color to be used to this form. For prefabricated stained or painted FRONT door replacements select the color most closely matching the 2020 Expanded Color Palette.

SIGNATURE OF ADJOINING PROPERTY OWNERS IS NOT REQUIRED.

7. _____ NEW ROOF.

Please provide as a separate attachment to this form the link to the Roofing Supplier website, sample name, color name, and roofing material to be used with this application.

SIGNATURE OF ADJOINING PROPERTY OWNERS IS REQUIRED (Paragraph 14 of this Form).

8. _____ FINISHED LIVING SPACE ADDITION AND/OR SCREENED PORCH ADDITION OR OTHER LIVING SPACE MODIFICATION.

Please provide as a separate attachment to this form the following drawings in PDF Format: One copy of the 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.

SIGNATURE OF ADJOINING PROPERTY OWNERS IS REQUIRED (Paragraph 14 of this Form).

9. _____ BASKETBALL NET/BACKBOARD/POLE.

Please provide as a separate attachment to this form the 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. No basketball nets are allowed on the street or outside of the homeowner's property.

SIGNATURE OF ADJOINING PROPERTY OWNERS IS NOT REQUIRED.

10. _____ INSTALLATION OF TV SATELLITE DISH OR ANTENNAS. Property owners planning to install a satellite or antenna should follow the Federal 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>

SIGNATURE OF ADJOINING PROPERTY OWNERS IS NOT REQUIRED.

11. _____ PERMISSION FOR REMOVAL OF HOMEOWNER 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 AECC PRIOR to removing hardwood trees from their properties.

As a separate attachment to this form please provide the description and number of hardwood trees to be removed, and reason for their removal. For any homeowner-trees visible from the street, tree removal shall include (1) stump removal to the line of the lawn, and (2) inform Miss Utility at <http://www.missutility.net/maryland/> to ensure no damage is done to gas, electric, water or cable networks. **HOMEOWNERS ARE NOT PERMITTED TO INTERFERE OR REMOVE ANY COUNTY-OWNED TREE.**

SIGNATURE OF ADJOINING PROPERTY OWNERS IS NOT REQUIRED.

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 _____

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

15. ADDITIONAL INFORMATION REQUIRED FOR ALL REQUESTS: Please type clearly

Contractor or Company Name _____

Address _____

Email _____

Phone Number _____

Website _____

MHIC License Number _____

16. POST COMPLETION INSPECTION. Permission is hereby granted for members of the Architectural and Environmental Control Committee or by VISTA MANAGEMENT CORPORATION (VMC) to enter my property or lot to make reasonable inspection of modification proposed or completed.

Signature _____

Date _____

17. FOR COMMITTEE USE ONLY:

DATE:	SIGNATURE:
RECEIPT OF AECC REQUEST	
AECC APPROVAL	
NON-APPROVAL	