



NORTH BROOK PHASE II & III Homeowners Association

Log #: _____
Date to ACC: _____
Received: _____

For ACC USE ONLY

NORTH BROOK PHASE II & III COMMUNITY ASSOCIATION'S APPLICATION FOR EXTERIOR ALTERATION

NAME:

ADDRESS:

PHONE NUMBER :(H) _____ (W) _____

INSTRUCTIONS: Please use area below to describe all proposed improvement(s), alteration(s) or changes to your lot or home. Please attach required details to include: sketches, drawings, clippings, pictures, catalog illustrations and any other documentation that will help to facilitate the application process. Please depict locations of all proposed additions, changes and alterations to your property on a copy of your lot survey. If painting is required, please attach a color sample of the paint chip. *All structural changes require a plot plan of your lot with a scaled drawing of the proposed alterations or additions.* Please limit attachments to 8 1/2" by 11" in size and submit 2 copies. **Applications that do not provide full details of the proposed exterior alterations will not be approved until all required documentation is received.**

PLEASE NOTE: **NO exterior alterations shall commence without prior written approval from ACC.** Exterior alterations that commence without prior written approval of the ACC is a violation of the community covenants, therefore work performed without prior written approval will be removed at the home owners expense.

Please mail or email all correspondence to:

Email: hhelland@quality1propertymanagement.com
North Brook Phase II & III Homeowner's Association
C/O Quality 1 Property Management
Attention: Architectural Control Advisory Committee
9420 Annapolis Rd. Suite 02
Lanham, MD 207206

DESCRIPTION OF CHANGE REQUESTED:

NOTES:

1. Prior to starting to build, building permits should be obtained. Further, nothing herein contained shall be construed as a waiver of modification of any local, county or state restrictions.
2. While applications usually take no longer than a few weeks for review, the committee has up to 30 calendar days from receipt of completed application to respond to render a decision. A copy of the application will be returned to you after acted upon by the ACC and/or the Board of Directors.



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- 3. Applicant must contact the ACC upon completion of proposed change for verification of compliance. Work as expressed herein must be completed within 12 months of approval. Extenuating circumstances regarding completion should be brought to the attention of the ACC.

SIGNATURES:

Consent of at least two (2) property owners who are most affected because they are adjacent and/or have a view of your change, is required. Should one of your neighbors disapprove, please so indicate with the reason for their disapproval noted in the comments section. Their signatures indicate an awareness of your intent and do not constitute or indicate approval or disapproval by the Committee.

Name: _____

Name: _____

Address: _____

Address: _____

Signature: _____

Signature: _____

Owner's Acknowledgements:

- 1. I understand that nothing herein contained shall be construed to represent that alteration to land or buildings in accordance with these plans shall not violate any of the provision of building and zoning codes of the county to which the above property is subject. Further, nothing herein contained shall be construed as a waiver of modification of any said restrictions.
- 2. ...that no work on this request shall commence until written approval from the Architectural Control Committee has been received by me.
- 3. ...that any construction or exterior alteration undertaken by me or on my behalf before approval of this application is allowed; that, if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and, that I may be required to pay all legal expenses incurred.
- 4. ...those members of the Architectural Control Committee are permitted to make a routine inspection.
- 5. ...that my approval is contingent upon construction or alterations being completed in a workmanlike manner.
- 6. ...that a copy of this application will be returned to me after review by the Architectural Control Committee.
- 7. ...that there are architectural requirements covered by the Covenants and a review board process as established by the Board of Directors which includes homeowners being current on their assessments prior to submittal of any application for exterior modifications and that they submit a fee as determined by the board to process their application.



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- 8. ... 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.
- 9. ...that all proposed improvements must meet county codes. My signature indicates that these standards are met to the best of my knowledge. I understand that applications for all required building permit(s) are my responsibility.
- 10. ...that any variation from the original application must be resubmitted for approval.

PROHIBITIONS:

The following modifications will **not** be approved:

- 1. Installation of any perimeter fence **except** white vinyl board on board (boards touching), black aluminum or wood scalloped. Note: Wood fences must be stained minimum of every two years. Any fence installed which faces route 213 **must be** white vinyl privacy with a lattice top. All fences must be a minimum of 4 feet in height and a maximum of 6 feet in height. Note: fences being installed next to existing fences should line up to create a uniform look. ACC regulations require new fences begin at the farthest point of the rear most part of the home, exceptions will be considered by the ACC in an effort to maintain uniformity.
- 2. Sheds that do NOT match the style, material **and** color of the home.
- 3. Installation of satellite dish on front of home (unless written explanation is provided by the installer).

OWNERS SIGNATURE: _____ DATE: _____

Attachments: (1) Sketch, photo, catalog illustration, etc.
(2) Copy of survey marked with change being requested

NORTH BROOK PHASE II & III ACC COMMITTEE ACTION:

- Application Approved as Submitted,
- Application Approved with the following provision(s):

- Application **DENIED** for the following reason(s):

Signed: _____ Date: _____