



WOODS END NEWS

July 28, 2022

APPLICATION FOR EXTERIOR MODIFICATION

As we begin the architectural inspections (previously delayed due to COVID 19) some homeowners can expect violation citations for exterior replacement/repairs to their units.

For your information, the rules and regulations for ANY exterior modifications to include:

- Windows
- Doors
- Light fixtures
- Trim
- Roofing
- Siding
- Decks
- Patios
- Sky lights
- Solar panels

It is **MANDATORY** to submit an **Application for Exterior Modification**. For your records and future reference attached is a copy of the form(s)

Fix It - Do not change it. Too many homeowners have waived applying and face the costs of installing the wrong styles and/or materials to the exterior of their units. To avoid costs and penalties, it only takes the time to complete an application and submit it to Quality1 Property

Management for the HOA board to review/approve **before** you make changes. Application forms can be found on the website.

WOODS END HOMEOWNERS' ASSOCIATION APPLICATION FOR EXTERIOR MODIFICATION

APPLICANTS NAME: _____

ADDRESS OF PROPOSED CHANGE: _____

HOME PHONE: _____

WORK PHONE: _____

LOT NUMBER: _____

FIRST SUBMITTAL: YES _____ NO _____

INSTRUCTIONS TO APPLICANT:

1. Please refer to the Declaration of Covenants, Conditions and Restrictions for specific submittal requirements for each proposed change.
2. Submit application form, drawings, and other required documents to:
Woods End Homeowners Association, c/o Quality I Property Management 12138
Central Avenue, suite 863, Mitchellville, Maryland 20721
3. All alterations except paint changes and storm door/windows require a house location survey indicating the location of the proposed changes.

Describe Proposed Changes (attach additional sheets if needed):

Obtain signatures of property owners who will be most affected by the change(s):

Name Lot No. I acknowledge that I have been advised of this change.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Estimated Start Date: _____

Estimated Completion Date: _____

(Allow 45 days for ACC approval prior to start date)

WOODS END HOMEOWNERS' ASSOCIATION APPLICATION FOR EXTERIOR MODIFICATION

- I agree that compliance with Woods End Homeowners Association Standards, Rules and Regulations and approval by the Architectural Control Committee (ACC) do not constitute compliance with county building and zoning codes, and ACC approval shall not be construed as a waiver or modification of any code restrictions.
- I agree that no changes will be started until written approval of the ACC has been received by me, and that if changes are made, I will be required to return the property to its former condition at my own expense and pay all legal fees included if this application is disapproved.
- I agree that members of the ACC shall be permitted to enter upon my property after prior notification to me and at a reasonable time, for the purpose of inspecting the proposed change, the project in progress, and the completed project. Such entry shall not constitute a trespass.
- I agree that the authority granted to make the proposed changes will be revoked automatically if the changes requested have not commenced and are completed within three (3) months of the approval date.

HONEOWNER'S SIGNATURE: _____

DATE: _____

ARCHITECTUAL APPLICATION INSTRUCTIONS

WHAT TO INCLUDE IN AN APPLICATION FOR EXTERIOR MODIFICATIONS

1. A House Location Survey (Certified Plat): A copy of your plat must be included for new construction and additions to a present structure on the lot. Please submit plat for decks, fences, patios, playhouses, sheds, landscaping, etc. The location of the proposed structure **MUST** be drawn on the plat. Drawings should be to scale. Plats are not required for paint changes, storm doors/windows, or other such modifications.
2. Detailed Drawings: A full set of architectural drawings must be included for some changes such as decks, fences, patios, etc. Landscaping plans including size and type of plants as well as number to be planted must be included.
3. Dimensions: Provide all dimensions, including height, roof slope, and etc. on new construction.
4. Design Materials: Provide a list of all materials to be used in the proposed construction.
5. Description of Colors: Applications for colors, which are not the original color of house and/or trim, **MUST** be accompanied by actual color samples and not photos.
6. Photographs: Photographs of existing conditions are helpful to the Architectural Committee.
7. Drainage: Changes in grade or other conditions that will affect drainage **MUST** be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.

8. Signatures of Property Owners: Obtain signatures of all property owners who will be most affected by the change. A minimum of **TWO** signatures is required with the application.