

TOWNS OF FOREST HILLS HOMEOWNERS ASSOCIATION, INC.
Architectural Modification Application Form

Date: _____
Lot# and/or Property Address: _____
Mailing Address (If different from Property Address): _____
Name of Unit Owner (Applicant): _____
Telephone Number: _____ Email: _____

Anticipated Start Date: _____ Estimated Completion Date: _____

Description of Proposed Improvement/Modification:

Please list all materials to be used, type, color, size, etc.

All applications must be accompanied by a complete description of the proposed architectural change including, but not limited to, type of modification or addition, type of materials used, height, color, dimensions, location, and proximity to property line, etc., as appropriate. Photographs, sketches, or other visual aids, including a detailed sketch of the homeowner's property showing property boundaries should also be submitted, as appropriate. If your project requires contractor's license and insurance certificates, and/or necessary County permits, please include those as well.

I hereby certify that the information I have provided is accurate to the best of my knowledge. I certify that, once approved, I shall construct the proposed improvement/modification according to the approved plans and specifications. Furthermore, I hereby certify that I have read and understand the governing documents of Towns of Forest Hills HOA as they pertain to the Architectural Control Committee. Permission is hereby granted to members of Towns of Forest Hills HOA, and its representatives, to enter onto my property as necessary to review the proposed project.

Owner (Applicant) Signature: _____ **Date:** _____

**Please submit application to Cavalier Management, Inc. by Mail: P.O. Box 370, Dumfries, VA 22026,
Fax: 703-441-0541, or Email: jilliancavaliermgmt@gmail.com**

Towns of Forest Hills HOA Homeowner Handbook, Section X: Architectural Request Procedures and Appeals Process:
**It is the responsibility of the homeowner to submit, in advance and in writing, requests for approval of all applicable architectural changes. Approval of such requests by the Association's governing body in no way relieves the homeowner of the responsibility for obtaining all applicable County permits. Should a modification be done without first obtaining approval, the homeowner may be responsible for returning their property to the original condition and may be subject to rule violation changes.*
**The Architectural Control Committee shall provide written responses to requests within thirty (30) days of receipt of a completed request form or within seven (7) days of the HOA Board of Directors meeting. The Board of Directors will decide all requests that involve a variance to an adopted regulation or guideline.*
**Should additional information be required in order to process a request, the thirty (30) day "turn-around" time will be suspended until such time as all required information is received by the Architectural Control Committee. Every effort will be made to ensure that the most expedient method will be used in requesting the additional information.*
**The homeowner will receive notification regarding the Architectural Control Committee's decision within thirty (30) days of receipt of the completed request form and all applicable information.*
**When the Architectural Control Committee has approved a request, the homeowner has six (6) months to complete the project. After six (6) months, a new application must be submitted for approval.*
**Final on-site inspection of the Architectural Control Committee will be performed to ensure that the approved modification meets the parameters as originally stated in the request form. It is the unit owner's responsibility to make arrangements for the final inspection.*
**If a request is not approved, the homeowner may request that the Architectural Control Committee reconsider the request. The homeowner may wish to supply additional information for this reconsideration. The request for reconsideration must be made*

within fifteen (15) days of the disapproval notification. If an agreement cannot be reached to the satisfaction of the homeowner, the homeowner may exercise his right to an appeals process as set forth below.

**Should a homeowner willfully and consciously make modification to a project plan after approval by the Architectural Control Committee, a new request form must be submitted. Depending upon the severity of the deviation from the original request form, the Architectural Control Committee may waive this requirement.*

Appeals Procedure: A homeowner has the right to appeal any disapproval action by the Architectural Control Committee. The request for appeal should be submitted in writing to the Board of Directors within thirty (30) days of the disapproval notification. The Board will schedule a meeting with the homeowner and at least one member of the Architectural Control Committee to hear justification of each position. A majority vote of the Board of Directors is required to veto a decision by the Architectural Control Committee. Both the homeowner and the Architectural Control Committee will receive written notification as to the results of the hearing within thirty (30) days.

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