

Connemara Woods Homeowners Association Architectural Change Request

All changes to a Lot in Connemara Woods must be approved by the Connemara Woods Architectural Control Committee (ACC) prior to installation or construction. The ACC has 60 days after receipt of the proposed change to either approve or reject the proposal. ACC decisions can be appealed to the Connemara Woods Homeowners Association Board of Directors.

Changes governed by the ACC approval process include all changes to ANY external structure or Lot element including, but not limited to the following:

- room additions
- sheds
- roofing
- trim, downspouts and gutters
- siding
- windows and doors
- skylights
- pathways, sidewalks, and driveways
- porch railings and columns
- fences and gates
- decks, patios, and porches
- swimming pools
- playground equipment

Homeowners must obtain prior ACC approval for not only new structures or Lot elements, but also for replacements of these items. However, homeowners are permitted to paint the doors and trim without ACC approval provided that the colors conform to the CWhA pre-approved color chart.

Change requests must be submitted in writing, and provide enough details such that the ACC can make an informed decision regarding the change. The basic details required by the ACC include the following:

- Homeowner name and contact information
- Property address
- Estimated start and completion date
- Description of the proposed change including:
 - general description
 - location
 - material type, style, color, and dimensions

The ACC may request additional information and clarifications.

Use of the official CWhA Architectural Change Request form is highly recommended.

**Connemara Woods Homeowners Association
Architectural Change Request Form**

Name: _____ Property Address: _____

Home Phone: _____ Mobile Phone: _____ Email Address: _____

Estimated Start Date: _____ Estimated Completion Date: _____

General Description of Proposed Alteration, Change, or Replacement _____

Proposed Materials:

Color: _____ Style: _____ Type: _____ Dimensions: _____

Additional Information: (e.g., drawing/attachment or detailed description as applicable)

Certification:

I understand approval of the above changes by the Connemara Woods Homeowners Association Architectural Change Committee or Board of Directors does not relieve me of the responsibility for obtaining any and all necessary Building Permits, Variances, and observing all local zoning ordinances. If approved, I agree to make the changes under the terms and conditions specified in the letter of approval. All changes will be on my property or property lines. If any portion of the Association's property is disturbed or damaged by my contractor, agent, or myself, I agree to restore the Association's property to its original condition at my expense.

Applicant Signature: _____ **Date:** _____

E-Mail completed form to: ACC.Chair@connemarawoods.org

Or **Mail to:**

Connemara Woods Homeowners Association

Attn: ACC Chair

P.O. Box 1544, Sterling, VA 20167

Approved by: _____ **Chair, ACC. Date:** _____