

Walnut Creek Homeowners Association
Architectural Committee Approval Form

CONTACT:

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This form is used to request approval of changes you would like to make to the exterior of your residence, or to advise the Committee of corrective action you will undertake to correct deficiencies identified in the annual Architectural Walk-Through. After completing the form, please email your request to the community manager at the address shown above. Final approval will be given at the monthly HOA meeting. Dates and times of meetings are listed on the Association's website (walnutcreekhoamd.com). If you have any questions please contact the community manager listed above.

Homeowner(s): _____

Address: _____

Phone: _____ **Email:** _____

Directions:

- The Declaration requires that you submit to the Architectural Committee for approval all proposed exterior additions, changes, or alterations for your house and/or lot. In order to receive a recommendation for approval by the Architectural Committee, and subsequently by the HOA Board, your application must include detailed information describing the proposed changes.
- Details should conform with the [Architectural Regulations and Guidelines](#) published on the Association's website.
- Typical information would include plans and specifications, sketches, photos, catalog illustrations, etc. showing the nature, type, shape, color, dimensions, and materials.
- A copy of the survey identifying the location of any exterior structure is also required.
- Please complete both pages and attach all relevant information to this form.

Description of Proposed Changes (or Plan to Correct Walk-Through Deficiencies): *(please print)*

Estimated Start Date: _____ **Estimated Completion Date:** _____

Owner/Applicant Signature: _____ **Date:** _____

Acknowledgement by Neighbors of Proposed Changes

You are requested to obtain the signatures of three (3) property owners who will be most affected by your proposed change(s). Signatures by your neighbors indicates an awareness of your proposed change, and does not constitute approval or disapproval on their part.

Name: _____

Name: _____

Address: _____

Address: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Address: _____

Address: _____

Signature: _____

Signature: _____

It is hoped that neighbors can come to a mutual resolution on the details or changes or improvements, which will be acceptable to all parties involved. However, property owners who continue to have an objection to the proposed change(s) should independently contact the Board of Directors in writing with specific reason(s) for their objection. The Board welcomes this input, on a timely basis, so it can understand the possible issues and concerns of each circumstance before approving or disapproving a homeowner's requests.

Owners are reminded that it is their responsibility and obligation to obtain all required building permits, to contact Miss Utility at 1-800-257-7777, and to ensure the improvements are constructed in a workmanlike manner in conformance with all applicable building and zoning codes.

Approval by the Committee or the Board is valid for one year unless otherwise stated. If work is not completed during this one-year period, a request for extension must be submitted.

Architectural Committee Review

☐ Approved ☐ Not Approved

Signature: _____ Date: _____