**Orchard Knolls Homeowners Association**

**Architectural Change Request Form**

Owner/Co-owner/Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Modification or Addition Request:

\_\_ Paint \_\_ Solar \_\_ Roof

\_\_ Fence \_\_ Exterior Modification \_\_ Storm Door

\_\_ Addition \_\_ Landscaping \_\_ Satellite Dish

\_\_ Detached Structure/Shed \_\_ Patio/Deck \_\_ Solar

\_\_ Play Equipment \_\_ Pool/Spa \_\_ Tree

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of and reason for request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date/Timeline for project: Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this request in response to a violation letter we sent you? \_\_\_ Yes \_\_\_ No

Please make sure you have attached/included all the following information for consideration:

\_\_ A completed Architectural Change Request Form

\_\_ A description of the project including height/width/depth, materials, colors, etc

\_\_ A complete list of materials including paint/stain color samples, roofing sample, etc

\_\_ A picture or drawing of the intended project

\_\_ A site plan showing the location of the house along with any other structures on your lot,

 showing measurements from the property lines and from existing structures.

\_\_ Permits that may be required. Verify with Montgomery County about permits before starting any work.

**Note:** The HOA Board and ARC Committee work together to ensure our neighborhood maintains standards to protect our home values. We understand and appreciate that our homeowners want to improve and update their homes and we make every effort to assist in “keeping up with the times.”

Homeowners must be current with the payment of all HOA assessments. Submissions will not be considered if homeowner is not current.

All work must be completed within 90 days of approval unless otherwise approved by ARC or you’ll need to resubmit a new ARC request.

To expedite your request, please fill out this form completely.

The ARC Committee will approve requests that conform with our ARC Guidelines. Requests that do not conform to current guidelines are encouraged and will be directed to the board for review.

If you are not sure if you need to submit, please reach out to us.

If you had work completed and forgot to submit in advance, we offer amnesty! Just send in your request asap.

If you have questions, please contact our Orchard Knolls HOA Architectural Review Committee.

Please email your request to Orchard Knolls HOA Architectural Review Committee:

 **OKhoa.arc@gmail.com**

For Committee use only:

Date complete submission received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date responded:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_ Approved \_\_ Approved with Stipulations \_\_ Denied \_\_ Denied - insufficient information

Stipulations/Comments/Suggestions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Owners Acknowledgement**

**I understand:**

* That no work on this request shall commence until I have received approval of the Architectural Review Committee (ARC).
* Any construction or alteration to the subject property prior to approval of the Architectural Review Committee is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE.
* If I refuse to do so and the HOA incurs any legal fees related to my construction and/or application, I will reimburse the HOA for all such legal expenses incurred.
* That any approval is contingent upon construction or alterations being completed in a neat and orderly manner.
* That there are architectural requirements covered by the Covenants and a board review process as established by the Board of Directors.
* All proposed improvements to the property must comply with city, county, state and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge.
* That any variation from the original application must be re-submitted for approval
* That if approved, said alteration must be maintained per the Declaration of Covenants, Conditions and Restrictions for the HOA. This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration and that some landscaping changes require adjacent owners input prior to installation.
* The Builder/Applicant acknowledges and agrees that the Committee and Association assume no liability resulting from the approval or disapproval of any plans submitted. The Committee and the Association assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The Committee's review, comments, and/or approvals do not relieve the Builder/Applicant of their responsibility and obligation to comply with the Master Declaration, Master Design Guidelines, or Subdivision Guidelines as applicable. The Builder/Applicant agrees to grant the Association access to property at any reasonable hour to inspect for compliance issues. It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. Your association, the ACC Committee and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the Architectural Review Committee.

Owner/Applicant Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Owner/Applicant Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_