

Neighbor Sign-Off Form

Round Hill Property Owners Association RoundHillAlamo.com

Revised August 2021

Background: Section 3.2 of the Procedure and Guidelines for the Architectural Control Committee requires that homeowners wishing to perform improvement to their property contact their "nearby neighbors".

"Nearby neighbor" (Section 3.2.6): The owners of all lots that adjoin the applicant's lot on the sides and rear, plus the lot across the street, its adjoining lots on both sides. If the lot is visible to the golf course, Round Hill Country Club (the owners of the golf course) must also be notified of the work to be performed.

Directions: Homeowner that wishes to receive ACC approval for their project should print this form, have a conversation with nearby neighbors and get their information (outlined below), then upload "Neighbor Sign-Off Form" to the online ACC application. The exact details of the project should be shared with nearby neighbors, and match the details outlined on the online application. If any issues are encountered with the application, contact roundhillpoa@gmail.com.

Homeowner's Name that is submitting ACC Application: _____

Address: _____

APPROVE PROJECT These are neighbors that approve of the project. *The ACC Committee has final authority to approve or deny the project, but neighbor awareness and approval is an important tenet of "being a good neighbor" in Round Hill.*

<u>Name</u>	<u>Address (Number & Street)</u>	<u>Email</u>	<u>Phone</u>	<u>Signature & Date</u>

OBJECT TO PROJECT These are neighbors that have objections to the project. *The ACC Committee has final authority to approve or deny the project, but neighbor awareness and approval is an important tenet of "being a good neighbor" in Round Hill.*

Neighbors who object must appear at the next regular RHPOA monthly meeting to share their concerns. Once the project owner submits this neighbor sign-off to the ACC committee, any objecting neighbors will receive an invitation to the next RHPOA meeting.

<u>Name</u>	<u>Address (Number & Street)</u>	<u>Email</u>	<u>Phone</u>	<u>Signature & Date</u>