

# Abrams Pointe Homeowners Association

## Application for Project Approval

Effective: February 22, 2022

Updated: April 23, 2024

The Corrected Deed of Subdivision, Dedication, Easement and Declaration, December 1, 2010, (the "Corrected Deed") covering lots in the Abrams Pointe Homeowners' Association (the "HOA") obligates the Board of Directors (the "Board") to review and approve or reject all proposed exterior home construction//maintenance/modification/improvement projects, consistent with the restrictive covenants (the "Covenants") contained in the Corrected Deed. The Board strives to work with lot owners to ensure the successful completion of projects within the limits of the Covenants. By providing the information requested within this Application for Project Approval (the "Application"), the process for review and a vote by the Board can be shortened.

Please provide all the information requested below to receive a timely response and decision on your project. Failure to provide a complete application will result in delays and potentially denial of the request. The following information and documents are required for submission:

1. Lot owner's full name(s): \_\_\_\_\_
2. Lot owner's address: \_\_\_\_\_
3. Description of the proposed project (attach additional page to describe if needed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Lot owner's email address(es): \_\_\_\_\_
5. Lot owner's phone number(s): \_\_\_\_\_

6. A copy of drawings, engineering plans, if any, should be provided. Such plans should provide the specifications as to size as well as a description, including colors, of any and all materials to be used, consistent with the Corrected Deed, the Covenants, and the Architecture Guidelines and Procedures for Home Improvement Projects (the "Guidelines"). In addition, for each item listed below, provide a response, or that support is included in documentation being submitted with this application, or indicate that the item is not applicable to your request:

- A. For any new or modified sheds or other outbuildings, fences, walls, decks, patios, enclosures, walkways, pools, driveway entrance structures, or other structures, indicate on a copy of the property/lot plan the proposed location of the new structure. For fences, indicate the type and height of the fence as well.

Lot owner response: \_\_\_\_\_.

- B. A copy of engineering plans, if any, and, where possible, a picture or illustration of the project should be provided. Such plans should provide the specifications of any and all materials to be used in full compliance with Frederick County, Virginia (the "County") building codes.

Lot owner response: \_\_\_\_\_.

- C. Show all setbacks from the property lot lines as well as all drainage and grading modifications.

Lot owner response: \_\_\_\_\_.

- D. Show all existing trees that are to be removed, associated with the proposal.

Lot owner response: \_\_\_\_\_.

- E. For sheds, outbuildings and other structures, show the planned exterior elevations in a diagram.

Lot owner response: \_\_\_\_\_.

- F. The Board and the Architectural Review Committee (the "ARC") will require sufficient details of the roof type, exterior fascia, trim, and details of all exterior colors, finishes, and materials in order to perform its review. The Board and ARC may be request product or paint samples to aid in the visualization of the proposed structure/modification/improvement.

Lot owner response: \_\_\_\_\_.

7. The date by which approval is required or sought: \_\_\_\_\_.

8. The following assurances and agreements are required for approval. For each item listed below, provide a response, or that support is included in documentation being submitted with this application, or indicate that the item is

not applicable to your request:

- A. Any and all permits required by the County have been obtained, if applicable.

Lot owner response: \_\_\_\_\_.

- B. The construction will be within the setback lines on the lot.

Lot owner response: \_\_\_\_\_.

- C. The lot owner accepts responsibility for any damage that might be caused to adjoining lots or the HOA's common areas as a result of the construction.

Lot owner response: \_\_\_\_\_.

- D. From the lot owner and the construction contractor (if applicable), that the construction will have no impact on the flow of storm water through the lot owner's property or on any other drainage and utility easements referred to in the Corrected Deed and related deeds applicable to the HOA.

Lot owner response: \_\_\_\_\_.

- E. From the lot owner and the construction contractor (if applicable), that the construction, when completed, will have no adverse environmental impact on the land and all required environmental assessments have been obtained.

Lot owner response: \_\_\_\_\_.

- F. No excavation or construction has been or will be initiated unless and until the Board has approved the Application for the project.

Lot owner response: \_\_\_\_\_.

- G. The construction, modification or improvement will not violate any of the Covenants.

Lot owner response: \_\_\_\_\_.

- H. Regarding any construction initiated without approval or modifications made to the plans without further approval of the Board, or contrary to any of the representations contained herein, the lot owner accepts financial responsibility for corrective actions that might be required by the HOA.

Lot owner response: \_\_\_\_\_.

- I. The lot owner has reviewed the Covenants in the Corrected Deed and the Guidelines.

Lot owner response: \_\_\_\_\_.

- J. The lot owner has contacted the homeowners of all adjoining properties within the HOA to inform them of the planned project. At least one homeowner from each adjoining property within the HOA needs to sign and indicate below that they have been informed of the proposed project.

*Note: adjoining property homeowners are only acknowledging that they are aware of the proposed project and are not approving the project as this process is handled by the ARC and Board.*

Name	Signature	House Number & Street Name

9. Representatives of the Board and/or ARC are permitted, though not obligated, to perform an on-site inspection of the site before, during and/or after construction is completed in order to understand the proposed project and/or ensure compliance with the Application, the Covenants and the Guidelines. Homeowners should contact the ARC when the project is approximately 75% complete to allow the ARC to verify that the project is being completed consistently with the approved Application.
10. The Board reserves the right, in its sole discretion, to waive any of the specific requirements contained herein if the proposed project involves a minor construction/modification/improvement, as determined by the Board.

Signature of Lot Owner: \_\_\_\_\_.

Date: \_\_\_\_\_.

The Application and supporting documentation are required to be submitted via email to the ARC members at [abrams-pointe-hoa-arc@googlegroups.com](mailto:abrams-pointe-hoa-arc@googlegroups.com).

Any questions about the Application can be submitted to the ARC via email as indicated above or to the Board at [abrams-pointe-hoa-board@googlegroups.com](mailto:abrams-pointe-hoa-board@googlegroups.com).

**FOR HOA ARC & BOARD USE ONLY**

		<b>Approved</b>	<b>Denied</b>
ARC Signature:	<hr/>	<div></div>	<div></div>
ARC Date:	<hr/>		

		<b>Approved</b>	<b>Denied</b>
Board Signature:	<hr/>	<div></div>	<div></div>
Board Date:	<hr/>		