

**Church Mills Homeowners Association  
Exterior Modification/Maintenance Application**

Owner's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name (if different): \_\_\_\_\_

Church Mills Address: \_\_\_\_\_

Mailing Address: (If different) \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Instructions:** This form is to be submitted prior to the start of any project or modification to the exterior of your property. **Refer to the Architectural Guidelines for guidance in planning your project.** Approval must be received before start of the project. Completed applications should be sent by email (preferred method) to:

**ARC@SpectrumPropertyMGT.com**

Or by US Mail to:

**CMHOA**

**C/o Spectrum Property Management**

**P. O. Box 1562**

**Great Falls, VA 22066**

**I am requesting approval from the Association to make the following modification to my property:**

<input type="checkbox"/> Roof	<input type="checkbox"/> Fence	<input type="checkbox"/> Deck	<input type="checkbox"/> Solar Panel
<input type="checkbox"/> Painting	<input type="checkbox"/> Shed	<input type="checkbox"/> Driveway	<input type="checkbox"/> Other _____
<input type="checkbox"/> Siding	<input type="checkbox"/> Windows	<input type="checkbox"/> Addition, Expansion	<input type="checkbox"/> _____

**Proposed Start Date:** \_\_\_\_\_ **Proposed Completion Date:** \_\_\_\_\_

**Choose one:**

Project will be completed by the homeowner

Project will be completed by a contractor

**Description of the project:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Board Use Only***

Date Received by the Board \_\_\_\_\_ Date Approved/Denied by Board \_\_\_\_\_

## Required Documentation

In order for your application to be processed it must have all of the required information. Additional information other than what is listed here may be necessary. **The Board will respond to your completed application within 30 days. The 30 days does not begin until all of the necessary documentation has been received.** If an application is deemed incomplete and the additional information requested is not provided within 10 days after property owner receives request for additional information, the application will automatically be denied, and the applicant will be required to submit a new application.

### General Maintenance:

**Like for Like** – If painting an existing item the same color as existing there is NO need to submit an Exterior Modification Form.

**Not Like for Like** – If painting an existing item a different color you **Must** complete and submit an Exterior Modification Form.

Required:

Provide sample of the paint color to be used

Suggested:

Current photo of the area to be modified

### Roof, Siding, Solar Panels, Shutters, Gutters, Windows, Doors or Other:

Required:

- Provide dimensions where appropriate (Height, width, length)
- Indicate colors & style of the project by providing paint samples, photos, brochures, or website link
- List all materials to be used (Ex: Wood, metal, vinyl, cement etc.)
- Provide the location of the proposed change

Suggested:

Current photo of the area to be modified

### Sheds, Additions, Patios, Decks, Walkways, Driveways, Fences & Other Structures:

Required:

- Official plat plan of the property (may be obtained from the county)
- Indicate location(s) of the addition(s) on the plat (show size), include measurements
- Drawings of the Structure (Hand drawn is acceptable, but professional plans preferred)
- Provide dimensions (Height, width, length)
- Indicate colors using paint samples, photo, brochure, or website link
- List all materials to be used (Ex: Wood, metal, vinyl, cement etc.)
- Any construction interfering with original drainage must have a drainage plan

Suggested:

Current photo of the area to be modified

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**Will the project be located on or near the property line?**

- No  
 Yes If yes, please include neighbor signatures on next page

Signatures of neighbors are not an approval or disapproval of the project. Their purpose is to indicate the neighbors have been informed of the project.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner/Renter

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner/Renter

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

I understand and will comply with the following (**check box and sign below to acknowledge agreement**):

1. No work may be started on the project until the Association has given written approval.
2. If alterations are made prior to being given approval, I may be required to restore the property to its former condition at my expense.
3. My project may be subject to additional county/state permits, or requirements. If required, it is my responsibility to obtain any necessary building or other permits for my project prior to starting the project if it is approved. Approval of this application does not constitute approval for any required county or state permits.
4. Nothing in my application can change or modify any public safety, building or zoning code or regulation that applies to my property and this application cannot be used to show that my project does not violate any of these codes or regulations. No action taken by the Association on my application can waive or modify or give any exception or other relief from any public safety, building, or zoning provisions or from any violation of codes or regulations.
5. I grant the Association permission to enter upon my property at reasonable times for inspecting the proposed project area, inspecting the project while in progress, and inspecting after final completion.
6. If approval is granted for the project, the approval is conditional on the project being completed in a workmanlike manner, suitable in quality of its intended purpose, and in accordance with the plans and specifications of the application submitted and the Association approved.
7. All materials for the project shall be stored neatly and as much as possible out of view of the street and neighboring properties.
8. All trash resulting from demolition or construction must be promptly removed and disposed of properly. No trash or debris may accumulate on common areas.
9. This approval will automatically expire if the project is not commenced within 180 days of the date of approval or if not completed within 360 days of the date of approval. Any changes to the proposed commencement and/or the completion date will be communicated to the Association.

**If you are not the property owner, written permission by the property owner must be included**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name Printed: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Name Printed: \_\_\_\_\_