

Instructions for Completion of Exterior Architectural Modification Application Form

1. **Application Forms Required:** A separate application form is required for each project (e.g., a deck and fence require separate applications for each). You do not need to submit this instructions page with your submission.
2. **Where to Send:** Mail the completed form and all required documents to:
Pembroke HOA
46909 Pembroke St
Lexington Park, MD 20653

You may also bring your completed application form and required documents to a regularly scheduled HOA meeting or scan in your signed application form and other documents and e-mail them to arc@pembrookehoa.org
3. **Required Documents:** Submission requirements for specific modifications are listed in the Architectural Rules and Standards which you should have been provided at your closing and which can be found at pembrookehoa.org. Include a description and diagram (sketch and/or photograph) of the addition or modification being requested and a copy of your plat plan with the location of the modification indicated on it. A plat plan is required for all modifications and additions. Plat plans may be obtained from the Department of Public Works, St. Mary's County Government. If more space is needed to describe the proposed modification, additional sheets may be attached.
4. **PHOA Meetings:** The Board will notify the homeowners of upcoming meetings. PHOA meetings are open to all homeowners so if you plan to attend you should e-mail the Board at BOD@pembrookehoa.org or check the website www.pembrookehoa.org to confirm the date and time of the next meeting.
5. **Notification of Action Taken by the Architectural Review Committee (ARC):** You will be notified in writing or by e-mail by the Architectural Review Committee of the ARC decision. If you are dissatisfied with the decision by the ARC, please contact the ARC and try to resolve the issue. If you are still dissatisfied, you may request a hearing with the Board of Directors.
6. **Permits:** Permits are the responsibility of the homeowner and are not required to be submitted with your application. It is recommended that you keep copies of any permit(s) in your personal records even if the permit is obtained by a contractor. Additionally, you should check with the county regarding Forrest Conservation Areas if you intend to do anything in areas so designated on your lot (e.g., have an ARC approved fence run through this area). The county may require you to submit a request and obtain approval to make any alterations to that area.
7. **Completion Deadlines:** The approved project must be completed within six months after approval. If the project is not completed within six months, the approval becomes void and a new application is required. If the deadline is approaching, you may apply for an extension in order to avoid resubmitting the request. In the event a new application is required, you may attach a copy of the original application to the new one. Please note, the completion deadline for applications being submitted to respond to a violation will be delineated in the approval letter and supersede the six month completion deadline.
8. **Notification of Completion:** Notify the ARC via e-mail when the project is complete at arc@pembrookehoa.org.
9. **Questions:** You may e-mail questions to the ARC at arc@pembrookehoa.org.

**Pembroke Homeowners Association
Exterior Architectural Modification Application Form**

Name of Owner:		Date:	
Address:	Home Phone:		
	Work Phone:		
	Cell Phone:		
	E-Mail Address:		

Description of Proposed Exterior Change or Alteration (attach additional pages if necessary):

Estimated project completion date:

Please obtain signatures of the neighbors who will be able to see your Exterior Modification. The neighbor's signature is not concurrence by them, but acknowledgement that the application is being submitted.

Neighbor's Name	Street Address	Signature

**Pembroke Homeowners Association
Exterior Architectural Modification Application Form (Cont.)**

OWNERS' ACKNOWLEDGEMENT:

1. I/We understand that material herein contained shall represent alterations/modifications, which comply with the zoning and building codes of St. Mary's County. Further, nothing herein contained shall be construed as a waiver or modification of such ordinances. The owner is responsible for obtaining the necessary building permits prior to commencement of construction and for complying with all zoning and building codes.
2. I/We understand that no work or activity associated with this application shall commence until we have received written approval from the ARC. Any construction or exterior alteration before approval of this application is not allowed. If alterations are made, we may be required to return the property to its former condition at our own expense and we may be required to pay all legal expenses incurred.
3. I/We understand that approval is contingent upon all work being completed in a workmanlike manner within six (6) months. If the project is not completed within six (6) months, the approval becomes void and a new application is required.
4. I/We acknowledge that the completion deadline for applications being submitted to respond to a violation will be delineated in the approval letter and supersedes the six (6) months completion deadline.
5. I/We understand that the Homeowners Association may make a routine inspection during construction.
6. I/We acknowledge this request is subject to restrictions delineated in the Architectural Rules and Standards; Declaration of Covenants, Conditions and Restriction; and the Construction Standards and Guidelines and a review process as established by the Board of Directors. Any variation from the original application must be resubmitted for approval.
7. I/We acknowledge and agree that we will be solely liable for any claims, including without limitations, claims for property damage or personal injury that result from the requested addition or modification. I/We hereby indemnify the Homeowners Association from and against any and all such claims. Moreover, I/we accept responsibility for all maintenance, repair and upkeep of said addition or modification. I/We further agree that the members of the Architectural Review Board, the Pembroke Home Owners Association, and/or the Board of Directors shall not be liable for damages, incidental or consequential, relative to this application or the work/project herein.
8. I/We hereby give consent to the Homeowners Association or their designee access to my property to inspect the above changes and/or alterations upon completion.

Signature of Homeowner

Date

Street Address:

