Ashburn Manor
HOMEOWNERS ASSOCIATION

ARCHITECTURAL CHANGE REQUEST

INSTRUCTIONS: Consult the Ashburn Manor Covenants and Architectural Guidelines for detailed information concerning permitted exterior alterations and the architectural review process. Submit two (2) copies of this application, along with a site plan showing the location of the proposed change and sufficiently detailed plans to permit the architectural Review Board to evaluate the proposed change(s) to:

Ashburn Manor HOA Architectural Review Board
c/o Service First Management & Consulting, Inc.
12084 Cadet Court
Manassas VA 20109

APPLICATIONS WILL NOT BE REVIEWED WITHOUT COMPLETE INFORMATION AND / OR PLANS PROVIDED. The Architectural Review Board has 60 days after receipt and acceptance of this application.

DATE: _____

PROPERTY ADDRESS: _____ LOT #: _____

OWNER'S NAME: _____ TEL (W): _____

OWNER'S ADDRESS: _____ TEL (H): _____

_____

TYPE OF ALTERATION: DECK _____ PATIO _____ FENCE _____

STORM DOOR _____ COLOR CHANGE _____ ADDITION _____ LANDSCAPE _____

OTHER _____

DESCRIPTION OF REQUESTED CHANGE: Please be as detailed as possible and include color. A paint chip would be most helpful. _____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

ACKNOWLEDGEMENT of five (5) Property Owners (minimum of 2) who are most affected because they are adjacent and / or have a view of the proposed change(s). This signature does not constitute nor indicate approval or disapproval, but merely indicates an awareness of the applicant's intent. If there are any OBJECTIONS to this application, please contact the Architectural Review Board Chairperson immediately at arb@ashburnmanor.com.

Name: _____ Name: _____
Address: _____ Address: _____
Date: _____ Date: _____
Lot #: _____ Lot #: _____

Name: _____ Name: _____
Address: _____ Address: _____
Date: _____ Date: _____
Lot #: _____ Lot #: _____

Name: _____
Address: _____
Date: _____
Lot #: _____

ACKNOWLEDGEMENT: This will confirm that I/we have read the Ashburn Manor Covenants & Architectural Guidelines as they relate to this application and hereby agree to comply with said Covenants, Conditions and Restrictions in the construction of this proposed architectural change/addition/improvement. I/we further confirm that I/we have read and will comply with all applicable rules and regulations established by the Association concerning the procedures to be followed in undertaking any change/addition/improvement. I/we further agree that I/we will be solely liable for any claims, including without limitation, claims for property damage or personal injury, which result from this requested change/addition/improvement. I/we acknowledge the responsibility for complying with all applicable governmental regulations, codes and ordinances; obtaining all necessary permits and inspections; and contacting Ms. Utility if digging; and indemnify the Ashburn Manor Homeowners Association from and against any claim for failure to do so. I/we further acknowledge that I/we are responsible for all maintenance, repair and upkeep of any approved change/addition/improvement.

OWNER(S) SIGNATURE(S): _____ DATE: _____

_____

ARCHITECTURAL REVIEW ACTION

DATE RECEIVED: _____

ARCHITECTURAL REVIEW BOARD ACTION

[ ] Approved as requested.

[ ] Approved subject to the conditions noted below

[ ] Disapproved for the reasons noted below

REMARKS: _____
_____
_____

ARB Chairperson: _____ Date: _____

BOARD OF DIRECTORS ACTION (If Required)

[ ] Approved as requested.

[ ] Approved subject to the conditions noted below

[ ] Disapproved for the reasons noted below

REMARKS: _____
_____
_____

Board of Directors: _____ Title: _____ Date: _____