

Point of Woods Homes Association

ARCHITECTURAL REVIEW BOARD

Application

Date: _____

Name: _____

Address: _____

Phone: **(Home)** _____ **(Work)** _____

Project description: _____

Applications are reviewed at the Board of Directors meetings.

Instructions, Conditions, and Requirements

1. Applications must be submitted with detailed plans, elevations and specifications of your project to be retained with the ARB files. All materials used must be clearly specified in the description, or listed on drawings.
2. Approval of any project by the ARB doesn't waive the homeowner's responsibility for obtaining the appropriate City of Manassas permits and inspections as required. Further, obtaining required a city permit does not waive the requirements for ARB approval.
3. It is incumbent upon the homeowner not to build on common ground, buffer zones, or easements (public or private). The homeowner will not hold the ARB, the Board of Directors, or its agents responsible for the homeowner digging or building on an easement, buffer zone, common grounds, or another resident's property. It is the responsibility of the homeowner to locate all in-ground utilities prior to digging. Call Miss Utility at least 72 hours prior to digging at 1-800-257-7777 in order to locate such utilities.
4. The homeowner is directly responsible for any drainage problems resulting from construction on their property.
5. The homeowner is responsible for correcting any damage caused as a result of their work to the common grounds or neighboring properties.
6. Exterior color changes must fall within the color-scheme of the community. Dried paint on the house must match the samples provided with this application. **Color samples must be attached to the application.**
7. For approved applications, the ARB will issue an approval form specifying parameters and conditions for the project. This form should be kept with the homeowner's papers and provided to succeeding owners.
8. Should your application be denied you will be provided with specific points of contention. You may request a meeting in person with the ARB decision remains unchanged; you're entitled to, and may request, a hearing with the Board of Directors.

I agree to abide by the above instructions, conditions and requirements. I further agree to adhere to Association and City of Manassas regulations and to the plans submitted with this application. I understand that any deviation from the project plans as submitted requires a new application and subsequent ARB approval. I further understand that if the project is not completed within one (1) year, a new application must be completed and submitted to the ARB for re-approval.

Date

Signature

POINT OF WOODS HOMES ASSOCIATION
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