

Huntington Commons Homeowner Association

Architectural Modification Form

Please submit the completed form and all documentation to the Board of Directors, Huntington Commons Homeowners Association, c/o Andrea Talavera at Jeffrey Charles and Associates Management Company 6422 Grovedale Drive Suite 201 C Alexandria, VA 22310 or email to andrea@jeffreycharles.com

One copy reflecting the action taken by the Association will be returned to you for your records. **All** owners must sign this request. Modifications may not commence without approval by the Association.

Name of Owner(s):			
Huntington Commons Address:			
Home Phone	Work Phone	Cell Phone	Email
Date proposed modification is to begin and end:			

In accordance with the Declaration of Covenant, Conditions and Restrictions covering the property described above, I/we hereby apply for written consent to make the following modification(s) or additions(s).

Description / Diagram of Modification Requested: Please include a description and diagram (if applicable) of the addition(s) or modification(s) being requested and, if appropriate, a copy of your plat indicating the location of the addition(s) or modification(s). If you have a contract describing changes, please provide a copy. If more space is needed, please attach a separate sheet.

Acknowledgement by all adjacent property owners is needed. This includes all property owners who can readily see the proposed changes from their lots. Their signatures (below) indicate an **awareness of**

intent and do not constitute approval or disapproval. If additional space is needed, please attach a separate sheet.

Name:	Address:	Signature:
Name:	Address:	Signature:
Name:	Address:	Signature:
Name:	Address:	Signature:

Owners Acknowledgement: I/we understand that:

1. Material herein contained will represent alterations that comply with the zoning and building codes of Fairfax County to which the above property is subject. Further, nothing herein contained will be construed as a waiver or modification of such ordinances. The owner is responsible for obtaining the necessary permits prior to commencement of construction.
2. No work will commence until the owner has received written approval from the Association. Any construction or exterior alternation before approval of this application is not allowed, and if alterations are made, I/we may be required to return the property to its former condition at my/our own expense and to pay all legal expenses incurred.
3. Approval is contingent upon all work being completed in a professional manner and any alteration or modification that is not finished in such a manner and in accordance with the approval granted herein may be required to be removed or repaired at the unit owner's risk and expense, including any legal fees required to enforce this acknowledgment. Members of the Architectural and Landscaping Committee or the Board of Directors or the management agent may make routine inspections. Approval, if granted is solely meant as a waiver from the restrictions in the Declaration and is not meant to comment or advise on the fitness or safety of any proposes alternation modification.
4. This request is subject to restrictions by the Declaration and a review process as established by the Board. Any variation from the original application must be resubmitted for approval. The Association will return a copy of this request to me/us after review.
5. I/we acknowledge and agree that/I will be solely liable for any claims, including without limitation, claims for property damage or personal injury which result from the requested addition or modification. I/we hereby indemnify the Association, the Board, and the management company from and against any and all such claims. Moreover, I/we accept responsibility for all maintenance, repair, and upkeep of said addition or modification.

Signature of Owner:
Signature of Owner:
Date received by the Association:

Action By the Association:

- ☐ Approved as submitted

- ☐ Denied

- ☐ Approved subject to the following conditions:

Board of Director Signature

Date