

Attachment 1
**SHADOWBROOK COMMUNITY ASSOCIATION
 APPLICATION FOR EXTERIOR MODIFICATION**

APPLICANT'S NAME: _____ **DATE:** _____

ADDRESS OF PROPOSED CHANGE: _____

HOME PHONE: _____ **WORK PHONE:** _____ **LOT NUMBER:** _____

FIRST SUBMITTAL: YES NO **RESUBMITTAL:** YES NO

INSTRUCTIONS TO APPLICANT:

1. Consult the Covenants (Article VI of Declarations) and Architectural (ARC) Procedures and Guidelines for specific requirements regarding proposed changes.
2. For each request, submit an application form, drawings, and other required documents in duplicate to the ARC through:

**Cardinal Management Group / ATTN: Management Assistant
 4330 Prince William Parkway, Suite 201 / Woodbridge, VA 22192**

3. All alterations, except paint changes and storm doors/windows, require a house location survey indicating the location of the proposed changes. Describe proposed changes: _____

4. Obtain signatures of BOTH adjoining property owners (only one signature required for end-unit townhouses).

Name	Lot Number or Address	I acknowledge that I have no objection to the proposed change

Estimated Start Date: _____ **Estimated Completion Date:** _____

5. I understand that:
 - a. Compliance with ARC Guidelines and ARC approval does not constitute compliance with Fairfax County building and zoning codes. ARC approval shall not be construed as a waiver to, or modification of, any code restrictions.
 - b. I may not commence the proposed modification until I receive written approval from the ARC.
 - c. If I initiate any modifications without ARC approval or prior to ARC approval, I may be required to return the property to its former condition, and pay any and all associated costs, including, but not limited to construction costs, legal fees, permit fees, etc.
 - d. After notifying me, I agree that members of the ARC shall be allowed to enter upon my property for the purpose of inspecting the proposed change, change in progress, or completed project and that such entry shall not constitute a trespass.
 - e. Approval to commence the proposed modification will automatically expire unless the project is started within six (6) months of the ARC approval date, and must be completed within 12 months thereafter.

6. I agree that I am responsible for any damage which I and/or my contractor(s) make to any common areas. I understand that heavy machinery and vehicles are not to be driven on the common areas to access my property. I further understand that the disposal of excess building materials, dirt, grass, etc. in common areas or wooded areas is prohibited.

OWNER'S SIGNATURE: _____ **DATE:** _____