

GREENFIELD CROSSING HOMEOWNERS' ASSOCIATION, INC.

Architectural Review Board Application

Dear Homeowner,

Prior to completing this application, please consult the (a) Laws of the Commonwealth of Virginia, (b) Loudoun County Ordinances including, but not limited to, the Building and Zoning codes, (c) the Declaration of Covenants, Conditions and Restrictions, ("Declaration"), and (d) the Architectural Review Board ("ARB") Design Guidelines ("Guidelines") for the specific requirements regarding your modification request (Note: Except as required by law, modifications not prohibited by the Declaration or Guidelines does not constitute a guarantee of approval by the ARB). All applicants must submit the following item(s) referenced in, "*SUBMISSION REQUIREMENTS*", below for consideration by the ARB.

FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS APPLICATION SHALL REQUIRE THE PROPERTY TO BE RETURNED TO ITS FORMER CONDITION AT THE HOMEOWNERS OWN EXPENSE INCLUSIVE OF ANY LEGAL FEES ASSOCIATED WITH SUCH COMPLIANCE.

SUBMISSION REQUIREMENTS

SITE PLAN or HOUSE LOCATION SURVEY A Site Plan/House Location Survey indicates your structure and other improvements approximate relationship to the apparent property lines reflected in the deed or subdivision plat. The location of the proposed modification **MUST** be outlined on the Plan/Survey. The community contains several Floodplain and Storm Water Easements; for any improvement that includes land disturbance activities as defined by the Loudoun County Zoning Ordinances, the Plan/Survey **MUST** include "stand-off" distances to those easements with the easements clearly marked. Changes in sight lines or other conditions that will affect viewpoints **MUST** be indicated. For basketball goals, the location **MUST** be outlined on the Plan/Survey and marked in relation to the home. A Plan/Survey is not required for commercial/recreational vehicle parking.

DETAILED DRAWINGS A full set of drawings (with detailed specifications listed below) including, but not limited to, architectural, structural, utility (i.e. electrical, gas, plumbing, telephone, internet, etc.), and landscaping **MUST** be included for structural modifications. For landscaping modifications, the exact plant type, the number, the location, and height and diameter at maturity **MUST** be indicated. Changes in grade or other conditions that will affect drainage **MUST** be indicated. Detailed drawings are not required for basketball goals, commercial dumpsters, or commercial/recreational vehicle parking.

Specifications include, but are not limited to, themes/styles, materials, trim, massing, character, colors, opacity, reflectivity, dimensions/sizes (i.e. length, width, height, diameter, thickness, etc.), weight, pressure, proportions, positions, gap/spacing, scales, orientations, patterns, slopes/angles, heights from grade, accents or other details, and textures as applicable.

SAMPLES or PHOTOGRAPHS Colored photographs, brochures, color swatches, or samples of the materials to be used in the proposed modifications **MUST** be included. For commercial or recreational vehicle parking, the photograph **MUST** show all company names, trademarks, brands, slogans, logos, markings, or any form of advertising while parked has been covered or is otherwise not viewable to the public. A sample/photograph is not required for basketball goals or commercial dumpsters. *Note: This application does not apply to commercial, industrial, or recreational vehicles when picking up or discharging passengers or when temporarily parked pursuant to the performance of work or service at a particular Lot.*

SIGNATURES All applications require signatures of the two (2) neighbors who are most affected because they are adjacent to and/or have a view of the modifications. If, however, the applicant has attempted to obtain signatures and the neighbor(s) is(are) unwilling or unable to sign the application, the applicant must mail a copy of the application, containing the required information, by first-class mail to the two (2) neighbors previously mentioned. The ARB may wave this provision, in whole or in part, if those lots affected are unoccupied. **This requirement is to notify adjacent property owners that work shall commence at the time referenced on the application, not to consider the merits of the modification.**

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HOMEOWNER INFORMATION

Homeowner's Name: _____

Property Address (and Lot #): _____

Alternate Mailing Address (if Applicable): _____

Phone Number: _____ Initial Submission (Circle One): Yes / No

Email Address: _____

Application Type (Circle One): Exterior Modification / Basketball Goal / Commercial or Recreational Vehicle Parking

Company Performing Modification: _____

If applying for an Exterior Modification, describe your proposed modification(s), location, and if a commercial dumpster shall be necessary the start date of when the unit will be delivered and the intended removal date (attach additional sheets if needed). For a Basketball Goal describe the location. For Commercial or Recreation Vehicle Parking, provide the vehicle make, model, license plate #, and company name.

ESTIMATED START DATE
(Allow 45 Days for ARB approval prior to start date)

ESTIMATED COMPLETION DATE

Notification of two (2) neighbors who are most affected because they are adjacent to and/or have a view of the modification.

NEIGHBOR #1: _____ is aware of the application and proposed modification.
ADDRESS: _____
SIGNATURE (or indicate "mailed"): _____

NEIGHBOR #2: _____ is aware of the application and proposed modification.
ADDRESS: _____
SIGNATURE (or indicate "mailed"): _____

HOMEOWNER'S INITIALS _____

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HOMEOWNER ACKNOWLEDGEMENT

- The homeowner agrees that no changes shall be made until written approval by the ARB has been received by the homeowner. Such approval is not guaranteed and may require the homeowner to restore the structure or Lot to its former condition at the homeowner's own expense.
- The homeowner agrees that the ARB's approval is contingent upon the modification being completed as approved; any variation from the initial application may require the homeowner to restore the structure or Lot to its former condition at the homeowner's own expense. The homeowner agrees to resubmit the application if the modification varies from the initial application.
- The homeowner agrees that the ARB's approval is contingent upon the modification being completed in a timely and professional workman-like manner, and any approval will automatically expire if the modification is not completed within six (6) months.
- The homeowner understands that members of the ARB are comprised of volunteers and as such may not possess the technical expertise to understand engineering drawings or documents. Therefore, the homeowner agrees that additional information may be requested, or subject matter experts consulted, which may result in information disclosure. The ARB may use a third-party consultant to review the homeowner's application and its attachments; such review shall not constitute a breach of confidentiality.
- The homeowner agrees that any reasonable costs associated with an application requiring additional information or third-party consultations shall be borne solely by the homeowner. Prior to requesting such information or consultation, the ARB shall obtain the written consent of the homeowner, whose consent shall not be unreasonably withheld. The Association shall not be responsible for any delay or costs, out of the ARB's control, associated with the review or approval/denial of the homeowner's application.
- The homeowner agrees that members of the ARB, the Association or its agents shall be permitted to enter upon the proposed property undergoing modification after prior notification to the homeowner and at a reasonable time, for the purpose of inspecting the location of the proposed modification, the progress of the modification, and the completed modification. The homeowner further agrees to secure any freely roaming animals upon such entry for the safety of all individuals. Such entry shall not constitute a trespass.
- The homeowner agrees to notify the ARB when the modification is complete.
- The homeowner agrees that the Association has no obligation to maintain any confidentiality associated with, but not limited to the: (a) homeowner's application, (b) homeowner's contractor, or (c) the homeowner's relationship or contract with the homeowner's contractor, except as required by law.
- The homeowner agrees that all modifications shall comply with (a) laws of the Commonwealth of Virginia, (b) Loudoun County ordinances including, but not limited to, the building and zoning codes, (c) the Declaration, and (d) the Guidelines.
- The homeowner agrees that approval by the ARB is not an affirmation that the modification complies with (a) laws of the Commonwealth of Virginia, and (b) Loudoun County ordinances including, but not limited to, the building and zoning codes. Approval by the ARB shall not be construed as a waiver or modification of any state law or county code restrictions. As such, the homeowner is responsible for obtaining any and all necessary licenses, permits, or approvals that may be required by state and county authorities.
- The homeowner agrees that any modification, basketball goal, or commercial dumpster must not impede the flow of pedestrian or vehicular traffic or in any way present a risk of safety to pedestrians, animals, property, vehicles, utilities, or the common areas. The Association will not accept any liability with regard to the aforementioned.

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PLEASE ALLOW 45 DAYS TO PROCESS YOUR APPLICATION. FAILURE TO PROVIDE ALL THE REQUESTED ITEMS SHALL RESULT IN DELAY OR DENIAL OF YOUR APPLICATION.

ANY AGGRIEVED PARTY MAY APPEAL A DECISION OF THE ARB TO THE BOARD BY GIVING WRITTEN NOTICE OF SUCH APPEAL TO THE ASSOCIATION OR ANY DIRECTOR WITHIN TWENTY (20) DAYS OF THE ADVERSE RULING, WHICH APPEAL MUST BE SUBMITTED BY REGISTERED MAIL OR CERTIFIED MAIL-RETURN RECEIPT REQUESTED. THE APPEAL SHOULD BE SENT TO THE ARB IN THE CARE OF THE ASSOCIATION'S MANAGEMENT FIRM, LISTED BELOW.

PER OUR DECLARATION, APPLICATIONS RECEIVED BY **FIRST CLASS MAIL OR EMAIL CANNOT BE ACCEPTED**. PLEASE SUBMIT YOUR APPLICATION, INCLUDING ALL REQUESTED ITEMS, FOR THE CONSIDERATION OF YOUR APPLICATION BY **REGISTERED OR CERTIFIED MAIL, RETURN RECEIPT REQUESTED**, TO THE ARB IN THE CARE OF THE ASSOCIATION'S MANAGEMENT FIRM:

Greenfield Crossing Homeowners Association
 c/o Cardinal Management Group, Inc.
 4330 Prince William Pkwy, Suite 201
 Woodbridge, VA 22192

BY SIGNING THIS APPLICATION, YOU ACKNOWLEDGE THAT YOU ARE THE HOMEOWNER, OR HAVE THE LEGAL AUTHORITY TO SIGN ON THE HOMEOWNER'S BEHALF. YOU FURTHER ACKNOWLEDGE THAT YOU HAVE TRUTHFULLY AND WILLFULLY UNDERSTOOD AND COMPLIED WITH ALL REQUIREMENTS OF THIS APPLICATION. FAILURE TO COMPLY MAY REQUIRE THE STRUCTURE OR LOT TO BE RETURNED TO ITS FORMER CONDITION AT THE HOMEOWNERS OWN EXPENSE INCLUSIVE OF ANY LEGAL FEES ASSOCIATED WITH SUCH COMPLIANCE.

HOMEOWNER'S SIGNATURE: _____ **DATE:** _____

To Be Completed by the Architectural Review Board (Attach additional sheet if rereviewed)

Date Application Received:	Date Application Reviewed:	
The ARB Application is hereby:		
<input type="checkbox"/> APPROVED as SUBMITTED <input type="checkbox"/> APPROVED with REQUIRED CHANGES (see notes) <input type="checkbox"/> DENIED (see notes) <input type="checkbox"/> POSTPONED for ADDITIONAL INFORMATION or CONSULTATION (see notes)		
Notes:		
Reviewed By:		
Name:	Name:	Name:
Signature:	Signature:	Signature:
Date:	Date:	Date: