

V. APPENDICES

**APPENDIX A
DESIGN REVIEW APPLICATION
HERITAGE HUNT CONDOMINIUM I UNIT OWNERS ASSOCIATION**

To: BOARD OF DIRECTORS
HERITAGE HUNT CONDOMINIUM I
c/o Small Community Specialists (SCS)
12701 Fair Lakes Circle, Suite 400
P.O. Box 221350
Chantilly, VA 20153

From: _____ Unit # _____

Building ___ [A or B]

Address: _____

Home phone: _____

Mailing Address: _____

Work phone: _____

Directions:

The Condo Association bylaws and the Rules and Regulations require Unit Owners to submit to the Condo Board all proposed structural additions, alterations, or improvements in or to a Unit or Limited Common Element [Limited Common Elements are included in the definition of Common Elements]. **If your proposed change involves exterior modification of a Unit or Limited Common Element, approval of your application by the Covenants Committee of the Heritage Hunt Homeowners Association is also required.** In order to be considered, your application must include detailed information describing the proposed change (typically, plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials planned for your addition). Make sure your application is complete. **An application submitted without all required supporting information will be considered incomplete. In such case, the Condo Board's response period will not commence until all required such documentation has been provided.** Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from SCS prior to submission of an application.

Description of Proposed Change: (Please print or type)

Describe all proposed structural additions, alterations, or improvements to your Unit or Limited Common Element. Please provide required details by attaching sketches, drawings, clippings, pictures, or catalog illustrations, in order to fully describe the proposed change.

Purpose of Improvement:

ESTIMATED STARTING DATE OF CONSTRUCTION: _____
(After obtaining necessary approval)

ESTIMATED COMPLETION DATE: _____

Owners' Acknowledgments:

I/we understand and agree:

1. That the Covenants Committee of the Condo Association will review this application and make recommendations to the Condo Board. The Condo Board shall have the final decision-making authority [**except in those situations also requiring the approval of the Covenants Committee of the Heritage Hunt Homeowners Association**]. The Condo Board and the Covenants Committee of the Heritage Hunt Homeowners Association will hereinafter be referred to as the "Approving Authorities".
2. That approval of this application shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
3. That approval of this application shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of Prince William County.
4. That approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Approving Authorities to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
5. That no work on the proposed change shall begin until written approval from the Approving Authorities has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and that I may be required to pay all legal expenses incurred.
6. That there shall be no deviations from the plans, specifications, and location approved by the Approving Authorities without the prior written consent of such Approving Authorities; any variation from the original application must be resubmitted for approval.
7. That I authorize members of the Approving Authorities or managing agent to enter upon my Unit or Limited Common Element to make one or more routine inspection(s).
8. That construction or alterations in accordance with the approved plans and specifications must commence and be completed within 6 months of the approved date, otherwise the approval by the Approving Authorities shall be deemed conclusively to have lapsed and to have been withdrawn.
9. That it is my responsibility and obligation to obtain all required building permits, to contact *Miss Utility if applicable*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
10. That I am responsible for any damage and all cost to repair Common Elements or other community property that results from the proposed modification.

Owner/Applicant Signature _____

Date: _____

Co-Owner/Applicant Signature _____

Date: _____

Required Attachments: Descriptive information (typically plans and specifications, including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, materials, etc).

Form Date – January 2006