

Cardinal Crest Homeowners Association, Inc. Architectural Improvement Application

ADMINISTRATION SECTION

To: ARCHITECTURAL REVIEW BOARD (ARB) Original Submission
c/o Cardinal Management Group, Inc. Amendment to Previous Application
4330 Prince William Parkway, Suite 201 Resubmission
Woodbridge, VA 22192
Phone 703.569.5797 | FAX (703) 866-3156

(For Cardinal Management Use): Date Complete Application Received _____

Name of Applicant: _____

Address: _____

Telephone Number: (H) _____ (W) _____

E-mail Address (if available): _____

PROPOSED IMPROVEMENT

- Type of Improvement, Circle one or more:** Deck, Patio, Fence, Structural Modification, Other as described _____
- Type of Material, Circle one or more:** Not Applicable, Pressure Treated Lumber, Wood Composite, Stone, Brick, Concrete, PVC (deck railings only), Other as described _____
- Color of Improvement, Circle one or more:** Natural Wood, Natural Stone, Matching the House Color or Other as described at right and depicted in attached color sample _____

If your proposed improvement will reasonably be expected to impact your neighbors, speak with them regarding your contemplated improvement. While not required, in some cases, your application might be accelerated if supported by signatures from your neighbors saying they do not have any objections to the proposed improvement. Note: this does not necessarily mean the improvement will be allowed, but it can in some cases help.

- Requested Improvement borders on or is visible from neighbor(s) property, Circle one: Yes No
- Have consulted with my neighbors regarding proposed improvement, Circle one: Yes No
- Neighbors expressed some negative concern regarding proposed improvement, Circle one: Yes No

Detailed Description:

Homeowner Name: _____ Address: _____
Improvement: _____

Applicant must submit the following with the application:

1. Site plan (plat map) showing size, shape, and location of improvement or amendment to residence (including specific dimension of improvement and distances to adjoining properties).
2. Manufacturer's brochure, if available.
3. Color samples, if applicable.
4. Architectural plans/drawings on attached graph paper (for major additions/improvements).
5. Grading plan, if applicable (also on attached graph paper)
6. Detailed written description of improvement.

Note: With the exception of decks, applicants must start improvement or amendment within thirty (30) days of approval. Furthermore, improvements and amendments must be completed within ninety (90) days of approval. Applicants must consult Rules and Regulations handbook for guidelines. Applications will not be processed by the ARB until all required supporting documents are received.

Special Note on County Approvals: Many items require County approval and permits. It is the sole responsibility of the homeowner to secure these permits and approval. By approval of the proposed improvement, the Cardinal Crest HOA Board of Directors and the ARB do not assume any responsibility whatsoever for failure to secure appropriate and required County permits. Homeowners should contact appropriate authorities in the Prince William County government before beginning any work in order to verify the procedures which must be followed to comply with County regulations.

Applicant hereby warrants that Applicant shall assume full responsibility for:

1. All landscaping, grading, and/or drainage issues relating to the improvements.
2. Obtaining all required State or County approvals relating to said improvements.
3. Complying with all State or County ordinances.
4. Any damage to adjoining property (including Common Area) or injury to third persons.

I affirm that I have read and understand the above, as well as the applicable portion of the Architectural Regulations.

Signature of Homeowner

Date

ARCHITECTURAL REVIEW BOARD

Date application received: _____

- Request Approved As Submitted
- Request Approved Subject To: _____
- Request Suspended Pending Submission Of: _____
- Request Disapproved Because: _____

For the ARB

Date

The Board of Directors and ARB reserve the right to take exception to the regulations where required for the good of the community, and shall be free from any liability stemming from any and all decisions. Poor construction and/or failure to maintain in a manner compliant with the Community ARB rules and regulations will in all cases be found to be the responsibility of the homeowner initiating the work and can cause action from the board. The HOA, its Board of Directors and the ARB assume no responsibility for any defects of design, workmanship or safety of any new construction or improvement by virtue of their approval of an application for exterior improvement.

