

ARCHITECTURAL MODIFICATION REQUEST FORM

Arnold Ridge Homeowners Association, Inc.

Please mail or deliver to:

Covenant Committee
Arnold Ridge Homeowners' Association

Owner's Name(s) _____

Property Address: _____

Lot Number: _____ E-mail: _____

Mailing Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Contractor: _____ Phone: _____ E-mail: _____

Date of Request: _____

In accordance with the Declaration of Covenants, Conditions, Easements, and Restrictions (the "Declaration") and the Architectural Guidelines and Rules for Arnold Ridge Homeowners Association, Inc., the undersigned Owner(s) hereby request approval to make the following alteration or changes to the Property:

Type of Requested Improvement or Change

Please check all that apply:

Maintain Existing Improvement
 New Improvement

Change Existing Improvement
 New House or Structure

Description of Proposed Improvement or Change

Provide a description of the proposed improvement or change, including the purpose or reason for the change, the type and color of materials to be used, the location on the property, and any other pertinent information required for the Covenant Committee to evaluate the proposed improvement or change.

Required Supporting Exhibits and Documents

The exhibits and documents listed below, if applicable, must be submitted with this Architectural Modification Request Form (the "Request"). If a Request is submitted without all of the required supporting exhibits and documents, the Request will be considered incomplete and will not be considered until all of the supporting documentation has been provided. In such case, the Covenant Committee's 60-day review period will not commence until all of the required supporting documentation has been provided. In addition to the list below, the Owner(s) should also submit any additional documents or exhibits required by Anne Arundel County (the "County") for the proposed improvements or changes.

A. Paint or Stain Color Samples: A sample and model number of the brand and color(s) to be used must be provided, both for repainting or re-staining existing paint colors on the house or appurtenant structures;

B. Finish Materials: A description and/or sample of all finish materials to be used for the exterior surface of proposed improvements must be provided;

C. Site-Plan: A site plan, drawn to scale, showing the location and dimensions of the proposed improvements, including orientation with respect to the property lines and any existing house or improvement on the property, must be provided for decks, patios, walls, fences and major landscape changes;

D. Architectural Drawings and Landscape: Detailed architectural drawings or plans must be provided for decks and major landscape plans;

E. Photographs: Photographs for exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit or lot; and

F. Other Exhibits: Other exhibits may be required in order to permit adequate evaluation of the proposed change. Owners are advised to seek guidance from the Covenant Committee prior to submission of an application.

Estimated starting date of construction: _____
(After approval by the Covenant Committee)

Estimated completion date: _____

OWNER AGREEMENT:

1. Architectural Guidelines and Rules: Owner acknowledges that this Request is governed by the Declaration and the Architectural Guidelines and Rules. Owner further acknowledges that they intend to comply with the Declaration and the Architectural Guidelines and Rules in making the improvement or change that is the subject of this Request.

2. County Requirements: The approval of this Request shall not be construed as a representation that the requested improvement or change is permitted by the County. It is the Owner's sole responsibility to obtain all County approvals and permits required by the County. The approval of this Request also shall not be construed as consent to any waiver or modification of any applicable requirements set forth in the County Building Code or Zoning Code, to which the Property is subject.

3. Completion According to Plan: Owner acknowledges that any approval is contingent upon the completion of the improvements or changes in a workmanlike manner and in accordance with the approved plan and specifications for said improvements or changes.

4. Expiration Date: If the Request is approved, Owner understands that the approval to perform the improvement or change set forth in this Request will automatically expire if work is not commenced within six (6) months following approval and completed within twelve months following approval, unless a different time frame is authorized by the Covenant Committee.

5. Penalties for Early Start: Owner agrees that no work on this Request will commence until written approval has been obtained from the Covenant Committee. Owner further agrees that any exterior alterations undertaken before written approval is obtained are not permitted and that the Owner may be required to restore the property to its previous condition at the Owner's own expense if such alterations are subsequently disapproved in whole or part.

6. Permission to Enter Property: Owner agrees to give the Covenant Committee and the Board of Directors express permission to enter the Owner's property at a reasonable time to inspect the proposed project, the project in progress, and the completed project.

7. Damage to Common Areas: Owner shall be financially responsible for any damage to any Common Area, as that term is defined in the Declaration, caused as a result of this Request.

FOR USE BY COVENANT COMMITTEE:

Date Received by Covenant Committee _____

Action Taken: _____ Date _____

Comments: _____

