

**TERRACE TOWNE HOMES OF WOODLAWN
ARCHITECTURAL MODIFICATION REQUEST FORM**

**Please return this completed form and all pertaining documents to:
Terrace Towne Homes of Woodlawn's current Management Company**

One copy reflecting the action taken by the Board will be returned to you for your records.

Name of Owner: _____

Unit Address: _____

Telephone Numbers: (H) _____ (W) _____

In reference with the Rules of Conduct referred to in the Bylaws covering the property described above, I/we hereby apply for written consent to make the following modification(s).

Description & Diagram of Modification Requested: Please include a description of the change and a list of the materials that will be used and diagram (sketch or picture if appropriate) of the modification being requested. If more space is needed, please attached a separate sheet.

Acknowledgement by all adjacent property owners is needed. Their signature (contained below) indicates an awareness of intent and does not constitute approval or disapproval. Include an additional sheet if necessary.

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Owner's Acknowledgement: I/we understand that:

- 1. Material herein contained shall represent alterations, which comply with the zoning and building codes of Fairfax County, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of such ordinances. The owner is**

responsible for obtaining all necessary building permits Prior to commencement of construction.

2. No work shall commence until the owner has received written approval for the Board of Directors. Any construction or exterior alteration before approval of this application is not allowed and that, if alterations are made, I/we may be required to return the property to its former condition at my/our own expense; and that I/we may be required to pay all legal expenses incurred.
3. Approval is contingent upon all work being completed in a workmanlike manner. Members of the Board of Directors or the Management Agent may make routine inspections at their discretion.
4. This is subject to restrictions in the Bylaws and Rules of Conduct and review process as established by the Board of Directors. Any variation from the original application must be resubmitted for approval.
5. I/We acknowledge and agree that I/we will be solely liable for any claims, including without limitation, claims for property damage or personal injury, which result from the requested modification. I/We accept responsibility for all maintenance, repair and upkeep of said modification.

Signature of Owner Date

Signature of Owner Date

ACTION BY THE BOARD OF DIRECTORS

Date received by the Association: _____

Approved as Requested: Yes No

Approved Subject to the following Conditions/Provisions:

Disapproved for the following Conditions/Reasons:

Verbal/Written notification to Homeowner on: _____

Signature of Board Member

Date

Title

The items listed below are items in which are Approved for use in the Community. Even though it states Approved items, **all items MUST be submitted with an Arch form to the Board of Directors for Board approval. A copy of the Approval will be put in the unit(s) file.**

Approved Storm Doors – All units MUST have a Storm door.



May be in White or Black

Approved Exterior Entrance Doors – Owner responsible to paint door color to match shutters of unit



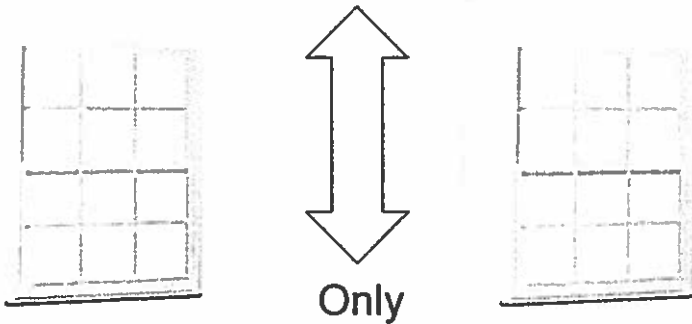
For A-type units – Entry door with side lights - Color of door to match shutters of unit, sidelights must be painted white



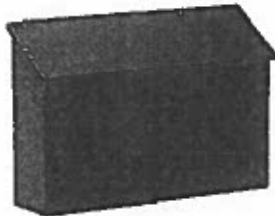
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Doors to be Steel or Fiberglass - Color of door to be painted to match shutters of unit, sidelights must be painted white

Approved Exterior Windows – Gridded windows only, windows to open vertically



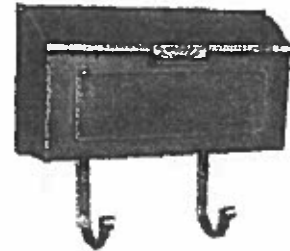
Approved Exterior Mailboxes



Includes Magazine Hooks



Includes Magazine Hooks



Can be Black or Brass – exception approved green one

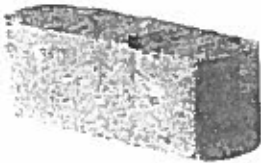
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Approved Exterior Lighting



Can be Black or Brass

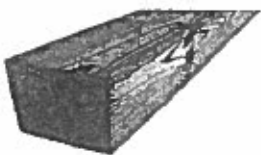
Approved Edging for washout areas only. They are not to be used to make Garden areas or borders. NO wood may be painted or color stained in the Community, No Exceptions. Wood can be sealed with a clear coat only.



Concrete



White or red



Pressure Treated 2x2 or 4x4 square wood

