

**THE BRANDERMILL ASSOCIATION
EXTERIOR ALTERATION APPLICATION**

PLEASE MAIL TO:

The Brandermill Association c/o Vanguard Management Associates, Inc.
P.O. Box 39 • Germantown, MD 20875-0039

NAME: _____

ADDRESS: _____

PHONE: Home: _____ Work: _____

SUBDIVISION: _____ LOT #: _____

INSTRUCTIONS

Please provide ALL requested information on this form as completely as possible. Any incomplete sections will result in unnecessary delays.

The time frame of 30 days for approval of exterior changes will begin upon receipt of a COMPLETE application by the Architectural Review Committee.

NOTICE: IN ORDER TO PROCESS YOUR APPLICATION YOU NEED TO PROVIDE THE ORIGINAL PLUS (ONE) 1 COPY OF YOUR PAPERWORK (INCLUDING ATTACHMENTS).

The following are essential for proper processing of your application:

1. Copy of your land plat/survey with the location of the proposed change indicated including dimensions.
2. Sketch or drawing of structural change(s)
3. Color sample(s) of paint or stain and material sample(s) of roofing and siding
4. Signatures of adjacent owners to demonstrate their acknowledgment of the proposed change.
5. All dimensions of proposed changes particularly of decks and fences.
6. Duplicate of the entire application.

DESCRIPTION OF PROPOSED CHANGE(S)

Purpose/Description: _____

Type of Materials: _____

Color(s): _____

Location on Property: _____

ADJACENT OWNER ACKNOWLEDGEMENT

This acknowledgement indicates an awareness of the intent and **does not constitute nor indicate approval or disapproval.**

NAME: _____	NAME: _____
ADDRESS: _____	ADDRESS: _____
NAME: _____	NAME: _____
ADDRESS: _____	ADDRESS: _____

OWNER'S ACKNOWLEDGEMENTS: I/We understand...

- a. ...that there are architectural requirements covered by the Covenants and guidelines and that there is a review process as established by the Covenants and the Board of Directors.
- b. ...that no work on this request shall commence until written approval of the Covenants Committee has been received by me.
- c. ...that any construction or exterior alteration undertaken by me or in my behalf before approval of this application is not allowed and that, if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved; and that I may be required to pay all legal expenses incurred **AND** that any approval is contingent upon construction or alterations being completed in a proper manner.

- d. ...that members of the Covenants Committee, Board of Directors or their agents are permitted to make a routine inspection.
- e. ...that a copy of this application will be returned to me after review by the Covenants Committee.
- f. ...that the alteration authority granted by this application will be **revoked automatically** if the alterations requested have not commenced within 180 days of the approved date of this application and/or completed within 180 days after work has commenced.
- g. ...that any approval by the Covenant Committee on behalf of the Association is strictly limited to an evaluation as to harmony of external design, color and location in relation to surrounding structures and topography and conformity with the design concept for the community and shall not be construed to represent that alterations to land or buildings pursuant to these plans will not violate any of the provisions or building and zoning codes of the county to which the above property is subject.
- h. ...that I am solely responsible for insuring that all proposed improvements meet local building codes and that obtaining the necessary building permit(s) is my sole obligation and responsibility.
- i. ...that any approval by the Covenant Committee on behalf of the Association does not address any issue or matter governed by any governmental agency or utility company that may have review/approval authority or may control an easement directly affecting your property.
- j. ...that any variation from the original application must be resubmitted for additional approval.

OWNER SIGNATURE: _____

DATE: _____

OWNER SIGNATURE: _____

DATE: _____

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COMMITTEE REVIEW DECISION

If you disagree with the decision, a written appeal may be made to the Architectural Review Committee within ten (10) working days.

Work, as described on the exterior alteration application, must be completed within 120 days after approval by the Architectural Review Committee. Failure to complete the work within the prescribed time period will result in the approval being rescinded and re-submittal will be required. Any extenuating circumstances should be brought to the attention of the Architectural Review Committee.

ACTION

ACCEPTED: _____

REJECTED: _____

REMARKS: _____

ARCHITECTURAL REVIEW COMMITTEE

NAME(s): _____

DATE: _____

BOARD OF DIRECTORS

NAME: _____

DATE: _____

NOTE: Prior to any excavation work it is the homeowner's complete and sole responsibility to verify that no underground utilities will be disturbed by the proposed work. Please call Miss Utility at (301) 559-0100