

APPENDIX A
HOMEOWNER REQUEST FOR APPROVAL

To the Woodstone Homeowner:

This form is designed to make the Architectural Review Board (ARB) approval process quick and easy for you and the ARB. Project details must be submitted with this form to expedite the ARB's review. According to the Woodstone Homeowners Association By-Laws, Article VII, the ARB must respond to you in writing within 45 days, or your project is considered approved. Be sure to keep a copy of this request form and attachments for your records.

COMPLETE AND DELIVER THIS FORM TO:

Woodstone Homeowners Association Architectural Review Board
C/O Sentry Management, Inc.
7619 Little River Turnpike, Suite 210
Annandale VA 22003
or email to cberuete@sentrymgt.com

BE SURE TO ALLOW A MINIMUM OF 45 DAYS FOR PROJECT REVIEW

NAME _____ LOT # _____ PHONE(S) _____

ADDRESS _____

PROJECT DESCRIPTION _____

Please provide the following information with your ARB request:

- Plan view (from above) showing details and dimensions.
- Elevation views (from the side) showing details and dimensions.
- Color(s) and type(s) of materials to be used.
- Location of trees and bushes used to "screen" the project (if applicable)

(Brochures or hand drawn sketches (to scale) can be substituted for elevation views.)

WOODSTONE HOMEOWNER/ARCHITECTURAL REVIEW CHECKLIST

For your protection, please ensure that you have checked all of the following items which apply to your project and sign the checklist at the bottom. Review your (and your contractor's) insurance policies, plat of survey, easement restrictions, and utilities **before** starting. Be thoughtful of your neighbors! Watch for power/gas lines!

PLEASE NOTE THE FOLLOWING:

_____ To minimize noise in the community, I/we may commence work on the project only during and between the following hours:

Sunday - Thursday:	7AM until 9PM
Friday/Saturday/ /Federal Holiday:	9AM until 9PM

_____ Our/my project involves digging/grading. MISS UTILITY has been contacted at (800) 257-7777 to determine the location of power, gas, water, cable, sewer, and any other underground lines.

_____ A Fairfax County Permit was obtained from the Permits Division, Building Code Services Office of the Fairfax County Department of Public Works and Environmental Services at 12055 Government Center Parkway, Fairfax, VA (703) 222-0455, and the permit is posted at the job location.

_____ I/we understand that I/we are responsible for **any and all** common areas or other property damage, debris removal, clean-up, and legal actions which may occur by proceeding with this project.

_____ I/we understand that I/we must meet or exceed all Fairfax County building codes as established at the time the project begins.

_____ I/we understand that I/we **MAY NOT CHANGE OR PROCEED WITH** any project prior to review and approval by the Architectural Review Board.

_____ Plans for the project are attached, with measurements shown where needed.

_____ I/we understand that the members of the Board of Directors and/or the Architectural Review Board may inspect our property prior to, during, or at the completion of the project, and will provide reasonable access during daylight hours. I/we further understand that I/we are responsible for calling Fairfax County for **REQUIRED** inspections.

_____ My/our neighbors are aware of this project and *my*/our plan to proceed.

_____ This project will be built/installed/constructed by:

SUBMIT WITH REQUEST FOR APPROVAL

Homeowner(s) Signature(s): _____ Date: _____

ARB/MANAGEMENT USE ONLY:

Approved Date: _____

Denied Date: _____

(Any project denied by the ARB may be appealed to the Woodstone HOA Board)

Comments: