

**DERWOOD STATION HOMEOWNERS ASSOCIATION, NO. 2, INC.
NOTICE OF ARCHITECTURAL MODIFICATION**

NAME:

DATE:

ADDRESS:

LOT
NO.

PHONE

STRUCTURAL MODIFICATION Describe all materials and colors or finish, attach drawings indicating design, dimensions and elevation detail, include plot plan indicating location.

Completion Date:

EXTERIOR COLOR/FINISH Required only if changing color finish.

Area(s) to be changed (Attach sketch indicating area(s) if helpful:

Existing Colors (Indicate all existing exterior colors/finish, attach photo or samples):

New Color(s) to be used (attach sample(s)):

FENCING Attach plot plan indicating location and dimensions of proposed fence.

Type/Description of Fence:

Height:

Materials/Finish:

NEIGHBOR NOTIFICATION Initialing request form indicates notification only, not approval. Objections should be expressed to the ARC prior to the next Board meeting.

DERWOOD STATION HOMEOWNERS ASSOCIATION NO. 2, INC.

Dear Homeowner,

The Architectural Review Committee (ARC) issues this revised notification form in order to reflect the changes to the application process since the distribution of the 12/87 version. This request form supersedes and replaces all previous Request for Architectural Modification forms from this date forward. In accordance with the Declarations of Covenants (Liber 5848, Folio 787 to 790), modifications to your property require application and notice to the ARC.

Please help us help you! Speed your request through the application notice process by reviewing the following instructions and checklists carefully to ensure that your notification is complete.

INSTRUCTIONS:

1. Complete the Notification form indicating/providing dimensions, plot plans, paint samples, fencing styles, materials, etc. as indicated on the form.
2. Obtain initials from nearby homeowners indicating that they have been notified of the proposed modification. Notification is required for all neighbors adjacent to your property and at least two of the nearest homeowners across the street if the proposed modification will be visible by them. Initials must be from the homeowner of record and not tenants. As an alternative to obtaining initials, you may present the committee with a receipt as proof that a copy of the application has been delivered to the owner of the neighboring property by US Postal, certified, return receipt mail. Addresses of non-resident owners can be obtained from the Association manager.
3. Submit the original and one copy of both the request notification form and all supporting materials to The Management Group Associates at 20440 Century Boulevard, Suite 100, Germantown, MD 20874.

PLEASE ALSO NOTE THESE CONDITIONS:

- All modifications must meet Montgomery County building codes and covenants setback requirements. The ARC is not responsible for a review of engineering, water flow, or any other areas requiring professional or technical advice. The homeowner is responsible for obtaining all required building permits.
- ARC notification of architectural modifications does not constitute authorization to use Association common property for access to homeowner's property by vehicles during construction. Authorization to do so must be secured separately from the Association's Board of Directors.
- There can be no substantial deviation from the plans and specifications reviewed by the ARC without prior written notification of the ARC.