

**DERWOOD STATION HOMEOWNERS ASSOCIATION, NO. 2, INC.  
NOTICE OF INTENT TO MAKE MODIFICATIONS**

NAME:		DATE:
ADDRESS:	LOT NO.	PHONE

**DESCRIPTION OF MODIFICATION:** Describe all materials and colors or finish; where appropriate, attach drawings indicating design, dimensions and elevation detail, include plot plan indicating location.

Estimated Completion Date:

**NEIGHBOR NOTIFICATION:** Initialing this request form indicates notification only, not approval. Comments or objections may be attached to this application or mailed to the Management Group Associates at 20440 Century Boulevard, Suite 100, Germantown, MD 20874.

Homeowner Name	Address / Lot #	Initials	How & When Delivered

<b>PLEASE NOTE THAT:</b>	
Montgomery County requires permits and inspections for many modifications; all such permits and inspections are homeowner responsibilities	
Comments from nearby homeowners are encouraged and may be attached to this form;	
Signature of Homeowner:	
See back of form for further detailed instructions	
Date:	

<b>ARC ACTION</b>	ARC Chairperson Signature:	Date:
	No Concerns noted:	
	Concerns noted; Specifically:	

## DERWOOD STATION HOMEOWNERS ASSOCIATION NO. 2, INC.

Dear Homeowner,

The following is quoted from the **DISCUSSION OF INDIVIDUAL AND COMMUNITY EXPECTATIONS** as approved by the Board of Directors in October 2009 and distributed to the Association Members.

### **Modifications and Improvements**

Montgomery County's numerous building code requirements apply to homes in this neighborhood; these are quite complex and routinely enforced. Therefore, for other than minor repairs, each owner will be wise to check with the appropriate County agency before installing fences, placing sheds, making structural alterations, etc., to their property and, if required, to obtain Building Permits and display them as the County requires.

Additionally, the original builder placed covenants on the individual properties intended to preclude some dramatic change in a property that offended the community and/or seemed to degrade property values.

Therefore, in addition to each and any County requirements, our Community has in place a very successful program of registering external modifications to individual properties. Essentially this program has the individual homeowner provide the Association with a description of their proposed changes and signatures of the abutting neighbors indicating their awareness of the nature of the planned changes (NOTE: These signatures indicate awareness ... not approval ... of the proposed changes). Forms for this notification are available on the Association website and from the Management Group.

The Association then rapidly reviews and responds to the proposed changes; this response may include suggestions for alterations to the proposal intended to retain the neighborhood's "character and ambiance."

For the 20+ years that this process has been in place, it has well-served the community both by allowing changes to reflect the needs and desires of individuals and to balance those needs with the esthetic tastes of their neighbors. There have been no "big legal feuds" over these issues in this entire time; we all want to keep it that way.

### **INSTRUCTIONS:**

1. Complete the request form indicating/providing dimensions, plot plans, paint samples, fencing styles, materials, etc. as indicated on the form.
2. Obtain initials from the "abutting" homeowners (i.e. "next door," "across the street" and "across the backyard" indicating that they have been notified of the proposed modification. Initials must be from the homeowner of record and not tenants. Addresses of non-resident owners can be obtained from the Association manager.

Initialing of the request form does not indicate approval; abutters may express their concerns to the ARC directly.

3. Submit the original and one copy of both the request form and all supporting materials to The Management Group Associates at 20440 Century Boulevard, Suite 100, Germantown, MD 20874.

### **PLEASE ALSO NOTE THE FOLLOWING:**

- The Architectural Review Committee (ARC) is appointed by the Board of Directors (BOD) and advises the BOD as to whether it is their opinion that planned modifications to property in the community balance the needs and desires of individuals with the esthetic tastes of their neighbors.
- The ARC will review the application, and if the ARC has no concerns regarding the application, they will so notify the applicant and the BOD.
- If the ARC has concerns, they will bring those concerns to the attention of both the applicant and the Board of Directors;
  - In such cases, the applicant can provide the Board of Directors with any additional information or intended modifications prior to Board action;
  - No later than at its next monthly meeting, the Board will determine whether or not it has any concerns regarding the application and so notify the applicant.
- It is the applicant's responsibility to ensure that they have all required Montgomery County Permits and meet Montgomery County building codes and covenant setback requirements. The ARC does not provide a review of engineering, water flow, or any other areas requiring professional or technical advice.
- A lack of expressed concern by the ARC or by the BOD 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.
- A lack of expressed concern by the ARC or by the BOD is unrelated to the process described in the Declaration of Covenants filed by the original developer with the Montgomery County Clerk on 31 March 1982.