



MRA Property Management, Inc.

ATTN: The Meadows HOA Architectural Committee

3434-G Box Hill Corporate Center Dr • Abingdon, MD 21009

www.TheMeadowsPerryHallFarmsHOA.com

EXTERIOR ALTERATION APPLICATION

IMPORTANT INFORMATION

1. The Declaration, the Articles of Incorporation and the By-Laws are a set of legal documents which are part of your deed of ownership and “run with the land” (i.e. transfer to future owners). This binding contract assures minimum standards for land use, architectural design and property maintenance. The Declaration provides for your membership in the Association, as well as for the operation of the Association, the Architectural Committee, and the architectural review process.
2. If you proceed with an alteration before obtaining written approval, you do so at your own risk and your property would be in violation of the Declaration. You would then face the cost of removing or modifying the alteration to comply with the Architectural Committee’s decision should your application not meet requirements. In considering your application, the Committee will not be influenced for or against the application if work is commenced prior to approval. However, for the reasons stated above, residents are strongly urged not to undertake construction in advance.
3. If you have a complaint about an approved or unapproved alteration of a neighbor’s property, please contact the Association at the above email address.
4. Once the application has been approved, work must commence within six (6) months, or the approval is void and an application must be resubmitted and reapproved. Unless otherwise agreed in writing, all work should finish within sixty (60) days or the project will be considered abandoned and the Association may take appropriate measures to clean up the property in accordance with the Declaration.

This application may be copied for multiple applicants.



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Home Owner Name: _____

Address: _____

Phone Number: _____ Lot Number: _____

Description of Changes Desired (Give full details of purpose and/ or reason, type and color of materials to be used, and location on the property):

If the change is for a change in paint color, attach a sample and model number of the paint or stain color. If the change is for a structural change, ground planting, fencing, etc., attach a sketch or architectural plan.

Acknowledgement of Adjacent Property Owners

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

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NOTES:

1. An application will be processed by the Architectural Committee, provided (1) the application indicates that the proposed change will strictly conform with the Declaration and to appropriate guidelines and (2) the applicant expressly agrees to make the alterations in strict conformance therewith.
2. Submit a fully completed application to the address noted herein. When plans are required, they must be submitted with the application.
3. Rental property owners may only submit an application through the property owner.
4. At the meeting of the Architectural Committee, all comments with respect to the architectural concerns will be heard, and, in general, a decision will be rendered at that time.
5. Formal response usually follows within thirty (30) to sixty (60) days of receipt of application. If the Architectural Committee requires additional information, the review period begins once again.
6. If an applicant disagrees with the decision, he has the right to request review by the Master Association’s Board of Directors, which request must be made within thirty (30) days by the decision of the Architectural Committee.
7. No alterations to land or buildings in accordance with these plans shall violate the Declaration nor any of the Building and Zoning Codes of Baltimore County. Approval of this application is contingent upon obtaining such governmental permit(s) where required.

_____ I understand and agree that no work on this request shall commence until written approval of the Architectural has been received by me.

_____ I understand this application usually takes between thirty (30) and sixty (60) days for complete review.

_____ I have read and understand the Declaration and the Architectural Guidelines in regard to architectural control.

Owner’s Signature: _____

Date: _____

Date: _____

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INSTRUCTIONS TO APPLICANT

LOG # _____

Draw a simple sketch or include a clipping or picture in the space below. **Please limit attachments to 8 ½ 11, or, if larger, submit in duplicate.** Show location of item on the property by a sketch or by a copy of your plot plan given to you by your builder.

Date: _____

This application may be copied for multiple applicants.

REVIEW CRITERIA

The Architectural Committee evaluates all submissions on the individual merits of the application. Besides evaluation of the particular design proposal, this includes considerations of the characteristics of the housing type and the individual site, since what may be an acceptable design of an exterior in one instance may not be for another. Design decisions made by the Architectural Committee in reviewing applications are not based on personal opinion or taste. Judgments of acceptable design are based on the following criteria which represent in more specific terms the general standards of the Declaration.

RELATION TO THE NATURAL ENVIRONMENT. Fencing in particular can have damaging effects on the feeling of open space. Other factors such as removal of trees, disruption of the natural topography and changes in rate or direction of storm water run-off also adversely affect the natural environment.

CONFORMANCE WITH DECLARATION. All applications are reviewed to confirm that the project is in conformance with the Declaration.

VALIDITY OF CONCEPT. The basic idea must be sound and appropriate to its surroundings.

DESIGN COMPATIBILITY. The proposed improvement must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.

LOCATION AND IMPACT ON NEIGHBORS. The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood. When a proposed alteration has possible impact on adjacent properties, it is suggested that the applicant discuss the proposal with neighbors prior to making application.

SCALE. The size (in three dimensions) of the proposed alteration should relate well to adjacent structures and its surrounding. For example, a large addition to a small house may be inappropriate.

COLOR. Color may be used to soften or intensify visual impact. Parts of the addition that are similar to the existing house such as roofs and trim should be matching in color.

MATERIALS. Continuity is established by use of the same or compatible materials as were used in the original house. For instance, vertical wood siding on the original house should be reflected in an addition. On the other hand, an addition with wood siding may be compatible with a brick house.

WORKMANSHIP. Workmanship is another standard which is applied to all exterior alterations. The quality of work should be equal to or better than that of the surrounding area. Poor practices, besides causing the owner problems, can be visually objectionable to others. Poor workmanship can also create safety hazards. The Association assumes no responsibility for the safety of new construction by virtue of design or workmanship.