



PURCELLVILLE RIDGE HOMEOWNERS' ASSOCIATION, INC .
ARCHITECTURAL CHANGE REQUEST (ACR)
APPLICATION*

Please mail to:

Architectural Review Committee
Purcellville Ridge Homeowners' Association
PO BOX 2070
Purcellville, VA 20134-2070

Date: _____

Name: _____

Address of proposed change: _____

Toll Brother's Lot number: _____

Mailing address, if other than unit: _____

Home Telephone: _____

Work Telephone: _____

Email Address: _____

General description of proposed change:

Provide a detailed description of the proposed change, including purpose or reason for the change, type and color of materials to be used, location on the property, and any other pertinent information required for the Architectural Review Committee to evaluate the proposed change. Use additional paper if necessary.

Required exhibits and supporting documents:

The supporting exhibits or supporting documentation listed below must accompany this architectural change application, as applicable for the proposed change. An application submitted without all required submissions would be considered incomplete. The applicant should provide all documents and exhibits required by Loudoun County and the Town of Purcellville for the proposed improvements.

Required with all submissions:

Permits - Homeowners must obtain the required county and local permits prior to submitting an ACR application. Copies of approved permits must be submitted with the ACR application.

Paint or Stain Color Samples - A sample and model number of the color(s) to be used must be provided, both for repainting or re-staining existing paint colors on the house or appurtenant structures.

Finish Materials - A description and/or sample of all finish materials to be used for the exterior surface of proposed improvements must be provided.

Site-Plan or Plat - A site plan, drawn to scale, or plat showing the location and dimensions of the proposed improvements, including orientation with respect to the property lines, unit, and adjacent dwelling units must be provided for decks, patios, walls, fences and major landscape changes.

Architectural Drawings and Landscape - Detailed architectural drawings or plans must be provided for decks and major landscape plan.

Photographs - The inclusion of color photographs is appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit or lot.

Other Exhibits - Other exhibits may be required in order to adequately evaluate the proposed change. Homeowner will be notified via mail if further information is needed.

OWNER AGREEMENT:

This Application and *Architectural Guidelines* Are One Document. Owner acknowledges awareness that authority for this document is Purcellville Ridge's *Declaration of Covenants* and that owner has familiarity with the architectural restrictions and review requirements. In particular, owner acknowledges that he/she *has reviewed* the most recent copy of *Architectural Guidelines Document*. Owner acknowledges that content and intent of this application is for owner to meet all requirements of the most recent copy of the *Architectural Guidelines Document*. Most recent copy is available at: www.purcellvilleridge.org, or by contacting any member of Architectural Review Committee.

Governing Documents: Owner acknowledges that the Governing Documents are incorporated by reference into this Application and in any written approval issued by the Association.

Expiration Dates: Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced within three months (90 days) following approval and completed within six months (180 days), or other time frame authorized by the Architectural Review Committee.

County and Town Regulatory Compliance: Nothing contained herein shall be construed to represent that alterations to lots or buildings in accordance with these plans shall not violate any of the provisions of the Building and Zoning Codes of Loudoun County and the Town of Purcellville, to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions. Where required, appropriate building permits shall be obtained from Loudoun County and the Town of Purcellville prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.

Early Start Financial, Legal and Restoration Penalties: Owner understands and agrees that no work on this request will commence until ACR application has been approved and signed. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its previous condition at the Owner's own expense if such alterations are made and subsequently disapproved in whole or part. Further, Owner understands that any legal expense associated therewith will be the full responsibility of Owner.

Permission to Enter Property: Owner agrees to give the Architectural Review Committee, Board of Directors and/or Managing Agent express permission to enter the Owner's property at a reasonable time to inspect the proposed project, project in progress and completed project. *Homeowner must notify ARC when project is completed and arrange for final inspection which may include taking a picture of the improvement.*

Completion According to Plan: Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations. Owner bears all risks or losses associated that result from owner's failure to perform work in accordance with this application, the written approval issued by the Association and all permits or approvals required by the County. Owner acknowledges that any failure to comply with the terms of this application and any written approval issued by the ARC or the Board shall constitute a breach of contract. The Association may seek relief for any such breach as provided by the Governing Documents and the laws of Virginia.

Damage to Common Areas: Owner accepts financial responsibility for damages to common areas. Owners and contractors accomplishing approved construction, that damage common area sod, turf, trees, shrubs etc., are financially liable for restoration costs of this damage. Board will bill the owner for damage restoration.

Indemnification/Warranty: Owner agrees to hold the Association harmless from any injury, damage or claim by any person or to any property resulting from or related to the installation, maintenance, repair, replacement or removal of the work performed. Owner indemnifies the Association, the ARC and the Board of Directors against any and all defense costs and fees or judgment liability arising from any claim or lawsuit brought by a third party arising out of the work performed. Owner acknowledges that the Association provides no warranty for the work performed.

Charges: Owner shall be solely responsible for the installation, maintenance, repair and upkeep of the work performed. Failure to maintain owner's lot may subject owner to the imposition of monetary charges by the Association in accordance with Governing Documents and § 55-513 of the Virginia Property Owners' Association Act or the assessment of any and all costs associated with the repair, removal or restoration of the modification or alteration.

Binding on Subsequent Purchasers: The modifications and alterations as approved in writing by the Association shall inure for the benefit of any subsequent owner. This Application and any written approval issued by the Association shall be binding and enforceable against all subsequent purchasers, heirs or assigns.

I/We are in agreement with all terms and conditions of this *Architectural Change Request*:

Owner's Signature: _____, Date _____

Co-Owner's Signature: _____, Date _____

FOR ARC USE ONLY:

- Recommended for final approval as requested.
- Application incomplete, further information required. (See comments)
- Recommended for approval subject to the following conditions/modifications. (See comments)
- Rejection recommended for the following reasons. (See comments)

Comments: _____

Signature of Architectural Review Committee Chair: _____ **Date:** _____

FOR BOD USE ONLY:

Board of Directors Decision:

() Approved

() Rejected

Comments: _____

Signature of Board of Directors Representative: _____

Date: _____

For office use only:

Date Received: _____

Date Reviewed by Architectural Review Committee: _____

Date Reviewed by Board of Directors: _____

Date Final Approval/Rejection Letter Sent to Homeowner: _____

ARC Review Process:

