

Woodwinds

Woodwinds Council of Co-Owners Architectural Change Request

I. Applicant Information

Name _____

Address _____, Reston, VA 20191

Phone (H) _____ Phone (C) _____

Email _____ Date of Submission _____

In accordance with the covenants, easements, charges, and liens ("declaration") and Woodwinds Association rules and regulations, the applicant named above requests approval from the Woodwinds Board of Directors to make the following changes, alterations, renovations, additions and/or removals to my unit.

II. Change Request Information

This is

an original application
a modification to existing application, dated _____

This application is for change to

Window(s)
Door(s)
Other: _____

- A. Describe exterior modification in the space provided. Specifications must include nature, kind, shape, color, material used, location in relation to surrounding structures and topography.

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- B. Attach a detailed scale drawing or blueprint of your plan(s) and a copy of your plat in duplicate. Indicate where modification will be located on plat. Complete plans and specifications of modifications must be submitted for review.

Attachment(s)

Drawing _____
Blueprint _____
Plat _____
Other _____

I understand that, under the declaration and the rules and regulations of Woodwinds Council of Co-Owners, the Board of Directors or a committee appointed by the Board will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the Woodwinds Council of Unit Owners association.
2. All work will be done at my expense and all future upkeep will remain my responsibility and be done at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by a contractor or myself.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners. I assume all liability and will be responsible for all damage and/or injury that may result from performance of this work.
5. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
6. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws; codes; regulations; and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work.
7. I understand and agree that Woodwinds Association, its agent, its board of directors, and the committee have no responsibility with respect to such compliance and that the approval of this request by the Board of Directors or its designated committee shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.
8. I understand that a decision by the Board of Directors or its committee is not final and that the Board of Directors may reverse or modify a decision by the committee upon the written application of any owner made to the Board of Directors within ten (10) days after the committee makes its decision.
9. The name of the contractor is: _____
10. If approved within forty-five (45) days, the work would start on or about _____ and would be completed by _____.
11. Any work not started on or before _____ is not approved any later construction must be subject to re-submittal to the committee.

Unit Owner's Signature: _____ Date: _____

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REVIEW WORKFLOW

Received by Property Manager _____

Sent to Board/Committee _____

Reviewed by Board/Committee _____

Approved _____

Approved with conditions _____

Denied _____

Reason for denial