Control No.

EXETER HOMEOWNERS ASSOCIATION
ARCHITECTURAL MODIFICATION FORM

Date Received by Management

Name of Owner: _____ **Home Phone:** _____
Exeter Address: _____ **Email Address:** _____
Work Phone: _____

DESCRIPTION /DIAGRAM OF PROPOSED EXTERIOR CHANGE OR ALTERATION:

_____

_____

_____

OWNERS' ACKNOWLEDGEMENT: I/We understand that:

1. The owner is responsible for obtaining the necessary building permits prior to commencement of construction and for complying with all Town of Leesburg and Loudoun County zoning and building codes to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of such ordinances.
2. No work shall commence until the owner has received written approval. Any construction or exterior alteration before approval of this application is not allowed. If alterations are made, we may be required to return the property to its former condition at our own expense and we may be required to pay all legal expenses incurred.
3. Approval is contingent upon all work being completed in a workmanlike manner within six months.
4. This request is subject to restrictions by the Declarations and a review process as established by the Board of Directors. Any variation from the original application must be resubmitted for approval.
5. I/We acknowledge and agree that we will be solely liable for any claims, including without limitations, claims for property damage or personal injury that result from the requested addition or modification. I/ We hereby indemnify the Homeowners Association and their Management Company from and against any and all such claims. Moreover, I/we accept responsibility for all maintenance, repair and upkeep of said addition or modification. I/ We further agree that the members of the Architectural Review Board, the Exeter Home Owners Association, the Exeter Board of Directors, and /or the Exeter management company shall not be liable for damages, incidental or consequential, relative to this application or the work/project herein.
6. I/We hereby give consent to the members of the Architecture Review Board and/or the Exeter management company access to my property to inspect the above changes and/or alterations during construction and/or upon completion.
7. The ARB meets the 2nd Monday of each month virtually via https://www.gotomeet.me/ExeterHOA; applications must be submitted to the Exeter Management Company by Noon the prior Monday.

Signature of Homeowner Date

Signature of Homeowner Date

ARCHITECTURAL REVIEW BOARD ACTION

Date received by ARB:

☐ Approved as Requested ☐ Disapproved ☐ Incomplete
☐ Approved Subject to the Following Conditions/Modifications

Printed Name of ARB Member Signature of ARB Member Date

Printed Name of ARB Member Signature of ARB Member Date

INSTRUCTIONS FOR COMPLETION
ARCHITECTURAL MODIFICATION FORM

1. **Separate Applications for Each Project:** A separate application form is required for each project (e.g., a deck and fence require a separate application for each.)

2. **Where to Send**: Return the completed form and all required documents to the Exeter management company:

Sentry Management
1602 Village Market Blvd, Ste. 365
Leesburg, VA 20175

3. **Required Documents:** Submission requirements for specific modifications are listed in the Architectural Guidelines available at www.exeterhoa.com. Include a description and diagram (sketch or picture) of the addition or modification being requested, and if appropriate, a copy of your plat plan with the location of the modification indicated on it. A plat plan is generally required for all modifications and additions. To avoid a delay in the approval of your application, be sure to include a plat plan if one is required. Plat plans may be obtained from the Town of Leesburg, 25 West Market Street. If more space is needed to describe the proposed modification, additional sheets may be attached. All paint color changes require a picture showing the current color and a sample of the proposed color.

0. **Notification of Action Taken by the Architectural Review Board (ARB):** You will be notified in writing by the Exeter management company of the action taken by the ARB.

1. **Permits:** Obtaining required permits is the responsibility of the homeowner. ***Do not submit a copy of the permit with your application.*** It is recommended that you keep a copy of any permit(s) in your personal records even if the permit is obtained by a contractor.

2. **Completion Deadlines:** **The approved project must be completed within six months after approval. If the project is not completed within six months, the approval becomes void and a new application is required**. In the event a new application is required, you may attach a copy of the original application to the new one.

3. **Notification Form Required Upon Completion**: Upon completion of the approved project, you need to submit to the Exeter management company a completed ***Architectural Completion Notification*** form. This form may be obtained online at www.exeterhoa.com or from the Exeter management company.

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