

FOXCHASE TOWNHOME ASSOCIATION

ARCHITECTURAL CHANGE REQUEST

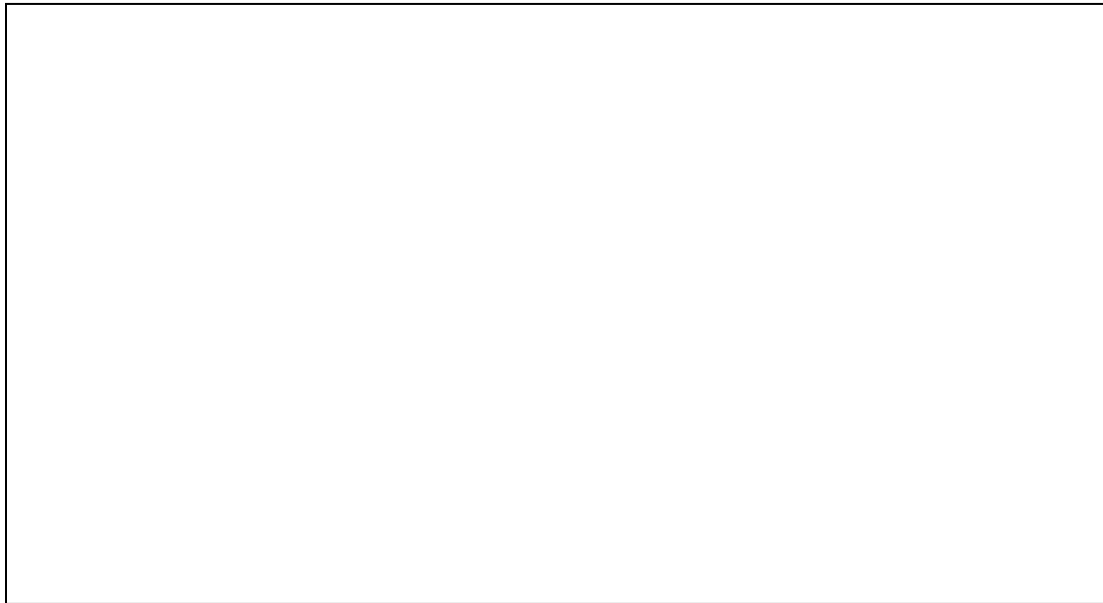
*Please complete all pages of this form and submit in one of the following ways:
Brodie Management, Inc., 134 Holiday Court #308, Annapolis, Md. 21401,
Fax to (410) 571-7725 or E-mail to jhawkins@brodiemgmt.com*

PLEASE PRINT: Name: _____

Unit Address: _____ Phone Number: _____

Email: _____

Draw/attach proposed changes or modifications below. Provide an aerial view and side view if applicable.



Provide a narrative description of the proposed changes or modifications:

Attach a copy of the manufacturer's material specifications or provide a sample of materials if available. Any requests to alter the physical structure of the building require that you submit detailed specifications/drawings from your contractor with this request in order for the request to be considered.

Instructions:

1. The Architectural Review Committee charges a \$25.00 processing fee for major alterations. A major alteration includes a deck, fence, shed and patio. The fee is waived for minor alterations (i.e. storm door). The fee must be in the form of a check or money order made out to "Foxchase Townhouse Association" and be submitted with the application in order for the application to be considered.
2. The following items must be submitted along with the application for approval to be processed. If any of those items are missing, the Architectural Review process cannot be started.
 - **Site Plan** with dimensions showing lot boundaries, present structures and proposed alteration. An enlarged view of the site is recommended.
 - **Scale Drawing** of proposed construction with dimensions of all sides and elevation. Please include color and material type.
 - **A.A. County Building Permit** if applicable. A permit is necessary for a deck, fence, shed or patio. For a patio, a permit is necessary if built below 8 inches from ground level, and no footers are needed for construction.
 - **\$25.00 Processing Fee**

3. Mail the items listed above to:

Brodie Management, Inc.
134 Holiday Court #308
Annapolis, MD 21401

4. Please refer to the Exterior Alteration Guidelines for specifications of acceptable alterations.

It is recommended that you obtain an acknowledgement from the owners of the property adjacent to your own. These signatures are optional.

NAME: _____ ADDRESS: _____

NAME: _____ ADDRESS: _____

Complete and Sign

I understand the unit owner is responsible for all costs, future maintenance, and any damages resulting from or relating to the installation of the proposed request if it is approved; and understand that responsibilities pass on to all future owners of this unit. The proposed changes must meet any and all codes, permits or other requirements deemed necessary by County, State or other governmental authority. I will be responsible for complying with all licenses, permits or code provisions as required by law. I understand that the Foxchase Townhome Association is not responsible for obtaining any permits, licenses, or any other requirements controlled by any governmental agency/authority. I understand that the changes requested **ARE NOT AUTHORIZED** until the Foxchase Architectural Committee approves this request and **I WILL NOT PROCEED WITH ANY WORK UNTIL I RECEIVE WRITTEN APPROVAL.**

ESTIMATED START DATE _____ ESTIMATED COMPLETION DATE _____

Unit Owner Signature

Date

Recommendations:

Chairperson, Architectural Committee

Approve Conditional Approval Deny

Board Liaison, Buildings & Structures

Approve Conditional Approval Deny

Board Liaison, Grounds

Approve Conditional Approval Deny

Note: In the event all of the above recommendations do not agree to approve or deny this request, the Covenants Committee Chairperson shall bring the matter before the Board of Directors for resolution at the next scheduled monthly Board meeting.

Action:

_____ Approved

_____ Denied (See reason(s) for denial on attached enclosure)

_____ Approved subject to the following conditions:

Chairperson, Covenants Committee

Date