

## Modification Application Submission Procedure

1. Fill out pages 1 and 2 of the following application forms for each project.
2. Review the ***Design Guidelines and Submission Requirements*** for your proposed project(s) which can be found on the website by scrolling down to **GUIDELINES & MODIFICATIONS** and clicking on the applicable modification.
3. Submit completed application(s) AND all requested submission requirements. **Failure to include all documentation will delay review of an application.**

You may submit the complete submission packet to the HOA office at the Nature Center via:

- Email to: [rcrews@broadlandshoa.com](mailto:rcrews@broadlandshoa.com)
- Mail/drop off to: Broadlands Association, Modifications and Resale Manager, 21907 Claiborne Parkway, Broadlands, VA 20148
- After-hours drop off: Please use the green drop box outside the Nature Center (to the left of the front door) for after hour submissions. (office hours 9:00am to 5:00pm)

*Submission deadline is 12:00 Noon on the Wednesday before the Subcommittee meeting. The Subcommittee meets on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of the month from March through October and the 3<sup>rd</sup> Wednesday only from November through February. **Only complete applications received by the deadline will be reviewed at the next scheduled Modifications Subcommittee meeting.***

4. The result letter(s) will be delivered via the resident's email provided in the application within one week of the meeting. Occasionally emails have been delivered to residents junk/spam folder. Therefore, please check your inbox and junk/spam folder for your results letter or contact the HOA office at 703-729-9704, ext 101.

Questions? Please contact Robin Crews at [rcrews@broadlandshoa.com](mailto:rcrews@broadlandshoa.com)



**MODIFICATIONS APPLICATION FORM – PAGE 2 OF 2**

**OWNER'S ACKNOWLEDGEMENTS**

**By signing this application, I/we understand and agree to the following:**

1. There are architectural requirements and standards addressed in the Design Guidelines and a review process established by the Board of Directors and I agree to follow them.
2. No work per this Application will begin until I receive written approval from the Modifications Subcommittee; if work is started prior to approval, I may be required to remove any or all of the modifications should they not be approved, and restore my property to its original condition at my own expense.
3. Approval is contingent upon the modifications being completed as approved; any variation from the original application must be resubmitted for approval.
4. Approval is contingent upon construction being completed in a timely and professional manner. Construction of the project must commence within 12 months of approval or a new application must be submitted. The project must be completed within 12 months of commencement.
5. I am responsible for all landscaping, grading and/or drainage issues related to the improvements. All work associated with the project will be completed within the property lines. Any damage to adjoining properties or common areas will be my direct responsibility.
6. I understand that members of the Modifications Subcommittee and Staff are authorized to enter onto my property to make routine inspections per the Declaration (Section 5.3(a) Easement for Upkeep). I further understand and authorize inspections as required to support this application.
7. It is my responsibility and obligation to obtain all applicable permits and licenses, to contact Miss Utility and to construct the improvements in conformance with all applicable building and zoning codes.
8. Generally one year after approval of an application the project will be inspected by management or an agent of the Modifications Subcommittee to confirm that construction is in compliance with the design guidelines and covenant standards. If any variation of the approved application is noted, I will be responsible to bring the project in compliance.

**Owner's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_