

Application for Exterior Alteration (Architectural Request)

PLEASE PRINT LEGIBLY

| | |
|--|--------------------------|
| Association: | |
| Subject Property: | |
| All Homeowner Name(s): | |
| Homeowner Primary Mailing Address: | |
| Primary Phone Number: | Secondary Phone Number: |
| Primary Email Address: | Secondary Email Address: |
| Describe proposed alteration, attach additional sheets if necessary: | |
| | |
| | |
| Contractor's Name, if applicable: | |

All Homeowners listed on the Deed must initial and sign this form where indicated.

____ / ____ If applicable, you must submit items 1 through 5 for this application to be processed. If these items are applicable and not submitted, this application will be denied:

1. Total dimensions of proposed project, if applicable, include square footage;
2. Complete list and description of materials to be used, including manufacturer, color, and model;
3. If applicable, plat showing property boundaries with the area of the proposed alteration drawn on it;
4. If applicable, diagram, elevation, and/or illustration of the proposed project, (a working web-link may be used);
5. If a contractor is completing work, copy of contractor's work license **and** certificate of insurance.

____ / ____ The Homeowner(s) hereby agree that any and all liability caused by, or arising from, this modification shall be assumed by the Homeowner(s). Homeowner(s) agree to release the Association, HPS Management, Builder, and Declarant of any and all liability.

____ / ____ Approval by the Association is for the outward appearance only and does not imply any engineering review of a structural nature has been completed. No structure may be permanently installed in any drainage or utility easements. Any construction pursuant to the provisions of this approval shall be subject to the continuing effect of the provisions of the Declaration, Bylaws, Rules and Regulations of the Association, the Architectural Review Committee, the Board of Directors, and/or their designee.

____ / ____ This application will be forwarded for review to the Board of Directors and/or the Architectural Review Committee. It is the Homeowner's responsibility to obtain any government issued permits that may be required for the proposed alteration. If the requested alteration requires any ground to be dug up, it is the Homeowner's responsibility to have any underground utilities identified to prevent damages from occurring.

____ / ____ Depending on the scope of your project, please allow at least 30 calendar days for the Board of Directors and/or the Architectural Review Committee to meet and review this application. **The community manager and management company do NOT make any decision or recommendation regarding this application.** Status updates and questions may be emailed to Admin@InfoHOA.com. Please allow two full business days for the manager to respond.

Homeowner's Signature: _____ **Print Name:** _____ **Date:** _____

Homeowner's Signature: _____ **Print Name:** _____ **Date:** _____

Ways to submit this form: Email: Admin@InfoHOA.com
Fax: 866-724-5497
Mail: Document Processing, 424 North Union Avenue, Havre de Grace, MD 21078
Portal: Go to www.InfoHOA.com



2 Coatee Blvd. Rehoboth Beach, DE 19971
www.meadowsvol.com

Simplifying The Architectural Committee Review Process

The purpose of this handout is to give you the guidance and information you'll need to work with the Architectural Committee on your project in The Meadows.

The Architectural Committee is made up of a small group of your fellow homeowners and they have the authority to uphold the deeds and restrictions listed in our bylaws which concern the appearance, construction and alteration of any of the homes in The Meadows at The Villages of Old Landing. At present the President and Vice President of the HOA are the Architectural Committee and their phone numbers are posted on the HOA website if you have any questions not addressed here.

Before any construction or alteration of your home you will need to submit the following to the Architectural Committee:

- two sets of plans showing all four elevations
- a description of exterior materials and their color
- a certified site plan showing the location of the home as it is now and the planned alterations

The Architectural Committee will review and approve or disapprove your application within thirty days of receipt.

What will be considered by the Architectural Committee:

- proof of surveyed property lines where needed
- suitability of the proposed project
- materials and colors being considered in the project
- effect of the project on the adjacent neighboring properties

No construction on your project can begin until the Architectural Committee issues their written approval. No project or change is considered too small...please contact the President or Vice President before starting.

Both the homeowner and their contractor must be aware of the HOA policy regarding the use of the common area pathways during construction. A copy of the policy and an application for use of common grounds are available on-line at The Meadows website (www.meadowsvol.com). This application must be signed by both parties and submitted to the Architectural Committee.

Please note that no contractor vehicles are to be parked on streets adjacent to your property after the contractor's normal working hours. Overnight parking will be allowed in the Meadows "overflow" lot.

Specific Restrictions:

- Fences. No fence or wall higher than four feet shall be constructed before the height, design, and location be approved by the Architectural Committee. Garbage receptacle fencing can be four and a half feet high. No fence or wall can be constructed any closer than the back side of the residence unless approved by the Architectural Committee. No chain link fences permitted.
- Pools. No above ground pools, in ground pools, and hot tubs permitted without Architectural Committee approval.
- Wells. Wells for irrigation purposes only are permitted with Architectural Committee approval.

Application for Architectural Committee Review/Approval

Work must not be started until project has been approved and this form has been returned to the Owner.

Date: _____

Approx. Date Work Will Begin: _____

Expected Completion Date: _____

Owners Name: _____

M-VOL Address: _____ Phone: _____

Mailing Address: _____

Contractor or person doing work: _____

Address: _____

Phone: _____ Email: _____

Describe Architectural Work to be done:

Any project, which may appear to infringe on the property-line setbacks, must have a "pinned" survey – no exceptions

Please submit this application with:

- two sets of plans showing all four elevations
- a description of exterior materials and their colors**
- a certified site plan showing location of the home as it is now & the planned alterations

** ***EXACT MATCHING*** siding style/color (Wolverine Mfg. brand) can be obtained from **Bradco Supply, Salisbury, MD (410-749-2269)**. The Architectural Committee must be notified ***before work commences*** if an exact match is unobtainable.

Home Owner Signature: _____

Board President Signature: _____

CONTRACT FOR USE OF COMMON AREA PATHWAYS DURING CONSTRUCTION

The common areas located within the community of The Meadows at the Villages of Old Landing (The Meadows) are for the exclusive use of residents and owners of properties located within the Community. Any commercial use or trespass for construction or maintenance of any property onto the common areas by others not specified below may be considered trespassing and as such prosecution for trespass and damages may be sought by the Community at Large or by the current Board of Directors.

Each property owner before contracting with any person or business that may include the use of, or ingress or egress of, common property to their property regardless of the nature of work being done will contact the President of the Board of Directors, or his/her designee if not available, and secure permission in writing before any entry or exit across common grounds is commenced. The application for such ingress and egress will include a statement of who will be doing the work and exactly what will be done that involves crossing of common grounds. If a private contractor or business is hired to perform such work that will involve the crossing of common areas it will be submitted with a check in an amount to be determined by the HOA Architectural Committee as a form of bond against any damages to common ground that may occur. This "cash bond" will not in any way limit the amount of damage recovery to that amount but will be considered only as a deposit to obtain permission to cross the grounds. Every contractor will be required by the Board of Directors to be licensed in the State of Delaware and provide the Board of Directors a copy of a Certificate of Insurance that covers damages to private property. Typical policies that cover workmanship do not cover damages to other property and are not acceptable for this use.

An application form has been created by the Board of Directors and is available to all homeowners. A copy will be available and downloadable from the HOA web site and a copy will be in the minutes box located at the HOA clubhouse. Each application will be dated and signed by the property owner, the contractor, and, when completed and approved by the HOA Architectural Committee, by the current President or designee of the Board of Directors. All work must be done within sixty (60) days of application or a new application must and will be completed by the property owner.

The property owner who contracts for work to be done on their property assumes all liability for damages to the common ground committed by any person or business working on their behalf.

Before any work is commenced that involves the crossing of common ground the President or designee of the Board of Directors will make a visual inspection of the grounds to be crossed, along with a photo record if possible. This report will be given to the applicant along with any approval given. After the use is completed a second inspection will be completed and only if satisfied that there are no damages, either current or possible future damage, to the common grounds, the President or designee will authorize the return of any deposit funds to the applicant.

It is the intent of this rule to protect the common grounds to the best ability of the Board of Directors and has been created as a result of numerous damages to our common grounds. The Board of Directors will include this Community rule in the form of a Resolution by the Board of Directors and posting in the minutes of the meeting in which it was adopted.

After adoption of this Community rule it will be summarized into a sign format and be publicly posted in a place that can be seen by any person, contractor, or business entering The Meadows. This will serve as public notice that all persons or companies doing business within The Meadows and crossing common grounds must secure permission before doing so and making proper applications.

AUTHORITY:

The authority for the Board of Directors to pass the Community rule rests with the current community Covenants and By-Laws. The Board of Directors has control over the use and maintenance of the common areas.

PENALTIES:

The Board of Directors will prosecute any person, contractor, or business that has created damages to the common grounds in excess of the deposit amount or in breach of this Community rule including actual damages and legal fees to collect such damages.

THIS COMMUNITY RULE WILL NOT APPLY TO THE FOLLOWING:

Work by utility contractors within the prescribed right of ways as defined on the subdivision plot as filed with Sussex County if they are employed by, or subcontracted by, the right of way owner.

Work being done under the direction and planning of the Board of Directors; however, an assessment of possible damages will be completed as outlined above and such documentation will be filed into the corporate records. The Board of Directors will seek damages from any contractor who, outside of the bounds of the work being completed, creates a hazard or damages to any common grounds.

The use of the common ground by any authorized emergency response group including Fire, EMS, and Police are exempt from this provision.

Emergency repairs that, if not completed immediately, will result in further damage to either the property owner or common grounds may be waived from this agreement; however if found to be unnecessary, damages may be sought by the Board of Directors.

FORMS TO BE COMPLETED MAY BE FOUND ON THE MEADOWS WEB SITE AT:

<http://www.meadowsvol.com/>

MEADOWS AT THE VILLAGES OF OLD LANDING
Application for use of common grounds

Date: _____ **Date Work Commence** _____ **Exp Completion:** _____

Owner Address: _____ **Phone:** _____

Mailing Address: _____

Contractor or Person Doing Work: _____

Address: _____

Phone: _____ **E-Mail:** _____

Nature of Work: _____

Home Owner Signature

Contractor Signature

Pre-Inspection Notes:

EB President Signature _____

POST WORK SURVEY

Date: _____

Post-Inspection Notes:

Pictures of any damages will be taken and documented

I am satisfied the work on this project was completed without disruption or damages to the Meadows VOL common grounds.

EB President Signature _____

I have found damages to the common grounds and recommend that further action needs to be taken to repair damages to the Meadows VOL common grounds.

EB President Signature _____