

Spruce Hill Estates Homeowner's Association, Inc.
APPLICATION FOR ARCHITECTURAL CHANGE

Submit Application To: Clagett Management
c/o Renee Sanders
115 North Queen Street
Martinsburg, WV 25401
304-596-6630 ext. 1109
Fax: 304-596-6635
Email to: rsanders@clagett.com & shehoa.arc@gmail.com

Applicant's Name: _____ E-Mail _____
(Please include e-mail address for a timelier response)

Property Address: _____

Owners Address (If not the same): _____

Home Phone: _____ Work Phone: _____

Directions: (PLEASE PRINT NEATLY / LEGIBLY OR TYPE)

Please use the area below to outline your proposed improvements, alterations and or changes to your existing property. Please include details by sketches, drawings, clippings, pictures, colors, size, materials, or any other pertinent information. Attach a sketch of the proposed alteration. You must submit a copy of your plat (survey) with this request. Indicate on the plat the exact location of the improvement. Information must be submitted as it applies to complete your application. Your application will be returned if you do not submit the required material. You will be notified in writing of the committee's decision within thirty (30) days of receipt of a complete application.

Description of improvement/alteration: _____

Signatures:

Please obtain signatures from property owners that are most affected because they are adjacent and/or have a view of your change. **NOTE: the signatures below simply indicate an awareness of the applicant's intentions to make changes, alterations and/or additions to their property and DOES NOT constitute any approval or disapproval by the Committee.** If any neighbor should object to the proposed project, please indicate the following in the "Comments" section... (1) Name / Address, (2) Reason for objection.

Name: _____ Address: _____ Name: _____ Address: _____
Signature: _____ Phone: _____ Signature: _____ Phone: _____

Name: _____ Address: _____ Name: _____ Address: _____
Signature: _____ Phone: _____ Signature: _____ Phone: _____

Comments: _____

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OWNERS ACKNOWLEDGEMENTS

I, _____ understand, acknowledge, and agree that.....
(Print Name)

NO work on this request shall commence until written approval of the Architectural Review Committee has been received by applicant.

- 1) I understand that approval from the Association does not constitute approval by the County, and nothing in this application process certifies compliance with any Federal, State, or local laws or codes. It is my responsibility to obtain any required permits and comply with any applicable regulations.
- 2) Any approval is contingent upon construction or alterations being completed in a workman like manner. By approving this request, the committee is not assuming any responsibility for safety, construction, operation, maintenance, accident, injury or claim that may arise from the change or use of this improvement.
- 3) Members of the Architectural Control Committee and/or the Property Manager are permitted to make routine inspections.
- 4) Any construction or exterior alteration undertaken by applicant or on the applicant's behalf before approval of this application is not allowed: that, if alterations are made, the applicant may be required to return the property to its former condition at the applicant's expense if this application is disapproved wholly or in part and that I may be required to pay all legal expenses incurred.
- 5) There are architectural requirements covered by the Covenants and a review board process as established by the Board of Directors.
- 6) The alteration authority granted by this application will be revoked automatically if the alterations requested have not commenced within 180 days of the approved date of this application and/or completed by any date specified by the Committee.
- 7) All proposed improvements must meet county codes. Applicant's signature indicates that these standards have been approved by county and meet code. I understand that application for all required building permit(s) are my responsibility and must be obtained prior to work beginning on project. If approved, I agree to make the changes under the terms and conditions specified in the letter of approval. I agree to maintain all improvements, at my expense, as long as I own any portion of the property. If any portion of the Association property is disturbed or damaged by either myself or my contractor, I agree to be responsible for and to restore the common elements to original or better condition(s).
- 8) Any variation from the original application must be resubmitted for approval.

The Applicants signature below indicates that they agree to make the changes, additions and or alterations so noted herein under the terms and conditions specified by the letter of approval. They further agree to maintain all improvements at their expense as long as they own the property. If any portion of the Association's property is disturbed or damaged by either the property owner or their contractor(s), the applicant agrees to assume responsibility for and to restore such property to its original condition.

Owner / Applicant Signature: _____ Date: _____

Attachments: (1) Sketch, photo, catalog illustrations, etc. (2) Copy of property plat (survey) marked with location of change requested.

***** DO NOT WRITE BELOW / FOR ARC USE ONLY *****

Date Received: _____

- Approved
- Approved with caveats (see below)
- Disapproved pending additional information (see below)
- Disapproved (see below)
