

# HEATHERBROOK HOMEOWNERS ASSOCIATION ARCHITECTURAL MODIFICATION FORM

Please submit / **Email** the completed form and all documentation to:

Heatherbrook Homeowners Association  
c/o 11351 Random Hills Road, Suite #500  
Fairfax, Virginia 22030  
**Email: [arc.dcmetro@fsresidential.com](mailto:arc.dcmetro@fsresidential.com)**

One copy reflecting the action taken by the Board of Directors (Board) will be returned to you for your records. **ALL** owners must sign this request. Modifications may **NOT** commence until approval by the Board.

**NAME OF OWNER(S):**

**HEATHERBROOK ADDRESS:**

**TELEPHONE NUMBER(S):**

**EMAIL ADDRESS:**

**DATE PROPOSED MODIFICATION IS TO COMMENCE / COMPLETE:**

In accordance with the Declaration of Covenants, Conditions and Restrictions covering the property described above, I/we hereby apply for written consent to make the following modification(s) or addition(s).

**DESCRIPTION / DIAGRAM OF MODIFICATION REQUESTED:** Please include a detailed description and diagram (if applicable) of the addition or modification being requested and, if appropriate, a copy of your plat with the location of the modification(s) indicated. If more space is needed, please attach a separate sheet.

Acknowledgement by **ALL** adjacent property owners is required. Their email addresses below indicate an AWARENESS of intent and do not constitute approval or disapproval.

**NAME:** **EMAIL:**

**ADDRESS:**

**NAME:** **EMAIL:**

**ADDRESS:**

**NAME:** **EMAIL:**

**ADDRESS:**

**NAME:** **EMAIL:**

**ADDRESS:**

**OWNERS ACKNOWLEDGEMENT:** I/we understand that:

1. Material herein contained will represent alterations that hereby comply with the zoning and building codes of the County of Fairfax to which the above property is subject. Further, nothing herein contained will be construed as a waiver of modification of such ordinances. The owner is responsible for obtaining the necessary permits prior to commencement of construction.
2. No work will commence until the owner has received written approval from the Committee or Board. Any construction or exterior alteration before approval of this application is not allowed, and if alterations are made, I/we may be required to return the property to its former condition at my/our own expense; and that I/we may be required to pay all legal expenses incurred.
3. Approval is contingent upon all work being completed in a professional manner and any alteration or modification that is not finished in such a manner and in accordance with the approval granted herein may be required to be removed and repaired at the homeowner's risk and expense, including but not limited to any legal fees required to enforce this acknowledgment. Members of the Committee or the Board or the Management Agent may make routine inspections. Approval, if granted, is solely meant as a waiver from the restrictions in the Declaration and is not meant to comment or advise on the fitness or safety of any proposed alteration or modification.
4. This request is subject to restrictions by the Declaration and review process as established by the Board. Any variation from the original application must be resubmitted for approval by the Board. The Committee or the Board will return a copy of this request to me/us after review.
5. I/we acknowledge both and agree that I/we will be solely liable for any claims, including without limitation, claims for property damage or personal injury which result from the requested addition or modification. I/we hereby indemnify the Association, the Board, the Committee, and the 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. This

approval does not relieve the applicant from his/her responsibility to ensure that proper drainage is maintained.

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Date received by the Association**

**ACTION BY THE ASSOCIATION:**

\_\_\_\_\_  
**Authorized Signature**

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

**Approved as Submitted**

**Denied**

**Approved Subject to the Following Condition(s):**