

## **ARCHITECTURAL MODIFICATION/IMPROVEMENT FORM**

Please submit the completed form, with a detailed description of the work to be done and any plans or specifications for the project, to the Architectural Control Committee (ACC). This can be done by either -- (1) logging on to the HOA's PayHOA website ([PayHOA.com](http://PayHOA.com)) and filling out the form and downloading any supporting documentation on that site, or (2) filling out this form and submitting the completed form with any supporting documents to the ACC by email at [woodedglen1acc@gmail.com](mailto:woodedglen1acc@gmail.com).

**NOTE:** Notice of your application will be provided to your surrounding neighbors. The notice will include a copy of the application and supporting documents. Please do not include any cost or other financial information in your submission that you do not want made public.

**In general, applications should be submitted at least thirty (30) days before the date the project is expected to start.**

Applications must be complete to commence the review process. The Chair or Secretary of the ACC will do a preliminary review of the application package to ensure that it contains all needed information and may request additional information before the ACC reviews the substance of the application and makes a final decision. **Incomplete applications may be returned to the applicant with a statement of deficiencies that must be remedied and resubmitted prior to ACC review.**

You will notified of any actions taken by the ACC by email.

The requirement for ACC approval of outside changes (as set out in the HOA's Declaration) is as follows:

*No Living Unit or other structure or improvement shall be commenced, erected, placed, moved, altered or maintained, and no exterior addition to or change (including any change in color) or alteration shall be made, until complete plans and specifications therefor, together with such other information as shall be requested by the Architectural Control Committee, shall have been submitted to and approved in writing by the Architectural Control Committee as to harmony of external design, color and location in relation to surrounding structures, natural vegetation and topography. (Excerpt: Declaration of Covenants, Conditions and Restrictions of Wooded Glen, Section I [Declaration], Fairfax County Land Records, Deed Book 6187, Page 718 at Page 729)*

For further information concerning the ACC application process, please see the HOA Architectural Guidelines (a copy which is available on both the HOA and PayHOA websites).

### **APPLICANT INFORMATION:**

NAME OF OWNER(s):

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**Wooded Glen, Section I Homeowners Association, Inc.**  
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WOODED GLEN ADDRESS:

\_\_\_\_\_

TELEPHONE NUMBERS: \_\_\_\_\_ (home or cell)

\_\_\_\_\_ (work)

Estimated date proposed modification/improvement is to commence: \_\_\_\_\_

Estimated date proposed modification/improvement is to be completed: \_\_\_\_\_

In accordance with the HOA Declaration, I/we hereby apply for written approval to make the following modification(s), addition(s), or improvements.

**DESCRIPTION/DIAGRAM OF MODIFICATION REQUESTED:** Please include a complete description, along with the specifications (e.g., diagram, plans, sketch, picture, paint colors, etc.) of the modification, addition, or improvement being requested and, if appropriate, a copy of your plat showing the location of the modification(s) on it. If more space is needed, please attach a separate sheet. If a building permit is required, kindly attach a copy of the permit or the paperwork, plans, etc. that will be submitted to the County for the permit. **If the proposed modification does not fall within the Architectural Guidelines, please describe in detail any extenuating circumstances the Committee should take into consideration in determining whether an exception or variance is warranted.**

*INSERT DESCRIPTION/ATTACH DIAGRAM(S) OF PROPOSED MODIFICATION HERE:*

**APPLICANT'S STATEMENT:**

I/we understand that:

1. The information and materials herein contained represent alterations that 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 or modification of such ordinances. The owner is responsible for obtaining the necessary county or other permits prior to commencement of construction.

2. No work will commence until the owner/applicant has received written approval from the ACC. 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 to enforce this requirement.

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 or repaired at the homeowner's risk and expense, including any legal fees required to enforce this acknowledgment. Members of the ACC, the Association's Board of Directors (BoD) representative(s) and/or the Associations' Common Interest Community Manager may make routine inspections at reasonable times. Approval, if granted, is not intended to (i) be a waiver of any otherwise applicable Declaration restrictions or (ii) constitute a statement or approval of the fitness or safety of any proposed alteration or modification.

4. This request is subject to all applicable restrictions in the Declaration and a review process as established by the Board of Directors (BoD). Any variation from the original application must be resubmitted for approval. The ACC will return a copy of this request to me/us after review.

5. I/we acknowledge 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, BoD, and the ACC, from and against any and all such claims. Moreover, I/we accept responsibility for all maintenance, repair and upkeep of said addition or modification.

6. If a request is denied by the ACC, the ACC will advise the applicant of the reasons for the denial. The applicant may resubmit the application with modifications to address the reasons for denial or request an exception or waiver.

Signature of Owner(s) or Other Authorized Signer:

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(If the person is not the record owner, please explain below.)

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