

**BROAD RUN OAKS HOA ARCHITECTURAL REVIEW BOARD (ARB)  
EXTERIOR ALTERATION APPLICATION**

Name: \_\_\_\_\_ Section: \_\_\_\_\_ Lot #: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

Email address (optional): \_\_\_\_\_

Application type (*deck, fence, exterior alteration, etc.*): \_\_\_\_\_

Please attach a complete, detailed description of your alteration plans along with pictures showing color, size, style, etc of the alteration along with a copy of a site plan of the property (plat) which shows where on the property the alteration is to be done in relation to the house and property lines. Refer to the Guidelines for additional information that may be required. **NOTE: Each alteration request must be submitted on an individual application.** The following space is provided for any additional details/comments.

\_\_\_\_\_  
\_\_\_\_\_

Two (2) signatures of adjacent property owners most affected by the proposed alteration are required. A third signature is required if the alteration is for your rear yard, in which case your application must be shown to and signed by the owner of the lot behind (abutting) your lot. If three signatures are not required, it must be indicated on the application. If adjacent lots are unoccupied, signature(s) may be obtained from nearby property owners who have a view of the change. A signature only indicates awareness, not approval or disapproval of the proposed change. **NOTE: If the homeowner whose signature appears below has an objection and disagrees with this alteration, he/she is encouraged to follow the procedure outlined in the Broad Run Oaks Architectural Guidelines, Section 1, H. Applications, pages 6-7.** This objection must be communicated to the ARB prior to the ARB's review of this application.

	Printed Name	Address	Lot#	Signature
1.				
2.				
3.				

I understand that I am responsible to obtain a Prince William County building permit for certain projects such as decks, room additions, fences, etc., and that I will obtain the appropriate permit(s). I understand that compliance with the Broad Run Oaks Design Guidelines and approval by the ARB does not necessarily constitute compliance with the provisions of building and zoning codes of Prince William County. (The building ordinance of Prince William County Building Department requires that you file plans with the building inspector at his office in the Prince William Building located at 1 County Complex Court, Davis Ford Road (703-792-6924) for construction requiring a building permit). Further, nothing herein contained shall be construed as a waiver or modification of any county restriction.

I understand and agree that no construction or exterior alteration shall commence until written approval of the ARB's decision has been received by me through the Management Company, and that if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly, or in part, and that I may be required to pay all legal expenses incurred. I understand that members of the ARB are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project, and that such entry does not constitute a trespass. I understand that the alteration authority granted by the ARB will be revoked automatically if the alteration project has not been completed in six months or by the dates specified by the Prince William County Building Permit. If a County permit extension is requested and granted, the ARB must be notified of this and an ARB extension will also be made.

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- I understand that the ARB decision is required on all applications within 45 working days of receipt by the ARB of a complete application.
- I understand that the alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within 180 days of the approval date of this application and has not been completed by the date specifically approved on this application.

**IMPORTANT: If this application is for a fence or deck, you must check one of the next two boxes:**

- For deck application:** I understand that the deck may be allowed to weather naturally. However, this does not preclude the use of a clear or semi-transparent wood tone preservative.
- For fence application:** I understand that wood fencing may be allowed to weather naturally. However, this does not preclude the use of a clear or semi-transparent wood tone preservative.

My signature below indicates that I understand and will comply with each of the terms on this application. Additionally, I will comply with all appropriate requirements of the current Broad Run Oaks ARB guidelines.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please mail your application to:**  
**Broad Run Oaks HOA**  
**c/o Armstrong Management Services, Inc.**  
**3949 Pender Dr., Suite 205**  
**Fairfax, VA 22030**

*If you have any questions or concerns about this application, contact the Community Association office.*

## ARB ACTION

- Approved                       Disapproved

NOTE: A quorum of ARB committee members is required in order to process this application. Please list each ARB member present during this review in the spaces below:

1.	2.	3.	4.
5.	6.	7.	

If disapproved, list any comments and/or stipulations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(ARB Chairperson)

If the applicant disagrees with the final ARB decision, the Broad Run Oaks Architectural Review Guidelines provides an appeals procedure. A written request for an appeal must be made in accordance with the Broad Run Oaks Architectural Design Guidelines in Section 1, "J. Appeals Procedures". A copy of these two pages with the ARB approval/disapproval will be mailed back to you once an ARB decision is made. Each homeowner should keep a copy of the processed application as proof of the status of the alteration application.

Disposition of this application:

- ARB returns processed application to Armstrong Management Services (AMS)
- AMS mails the processed application back to the applicant and keeps a copy on file for the HOA records.