

Date Received \_\_\_\_\_  
(Office Use Only)

**POTOMAC GREENS HOMEOWNERS ASSOCIATION  
EXTERIOR MODIFICATION APPLICATION**

To: Potomac Greens Homeowners Association Architectural Review Board  
c/o Alexander Ciccarelli  
Sentry Management  
7619 Little River Turnpike  
Suite 210  
Alexandria, VA 22003  
(703) 642-3246  
[aciccarelli@sentrymgt.com](mailto:aciccarelli@sentrymgt.com)

Name of Lot Owner(s): \_\_\_\_\_

Address in Potomac Greens: \_\_\_\_\_

Phone (W): \_\_\_\_\_ Phone (H): \_\_\_\_\_

E-mail: \_\_\_\_\_

All proposed exterior modifications to your house and lot must be approved by the Potomac Greens Homeowners Association Architectural Review Board. Architectural Review Board approval is not required for the repair or replacement of existing exterior items if the replacement matches the original exactly in color, style, size and function. Please refer to the Potomac Greens ARB Frequently Asked Questions to determine what projects do not require an application. For projects that require a review during an Architectural Review Board meeting, the deadline for submission is 5 days prior to the next meeting.

Please indicate which of the following items is included with your application for exterior modifications:

- Photographs of the existing item or location to be altered;
- Sketches, photographs and/or catalog illustrations that describe the proposed changes; and,
- Dimensions and materials for the proposed changes.
- Signatures from all adjacent neighbors;
- For decks or other additions, please include a plan view (view from the roof) and an elevation view (view from rear and sides)

***An application submitted without all required submissions will be considered incomplete. The Architectural Review Board review period (60 days upon receipt) will not commence until all required submissions have been provided.***

Other information may be requested to permit adequate evaluation of the proposed change. If you have questions regarding the required submissions or the application process, you are advised to seek guidance from the Architectural Review Board prior to submission of an application.

Description of the proposed change: (Please print or type, or attach a separate description if more space is needed)

ESTIMATED STARTING DATE OF CONSTRUCTION: \_\_\_\_\_  
(After approval by the Architectural Review Board)

ESTIMATED COMPLETION DATE: \_\_\_\_\_

**For projects that alter the exterior of the home, signatures of immediately adjacent neighbors are required as notification of the application. A signature does not imply approval of the project.**

1. Name(s): \_\_\_\_\_

Address in Potomac Greens: \_\_\_\_\_

Signature(s): \_\_\_\_\_

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

2. Name(s): \_\_\_\_\_

Address in Potomac Greens: \_\_\_\_\_

Signature(s): \_\_\_\_\_

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

3. Name(s): \_\_\_\_\_

Address in Potomac Greens: \_\_\_\_\_

Signature(s): \_\_\_\_\_

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

I/we understand and agree:

1. That approval by the Architectural Review Board shall in no way be construed as to pass judgement on correctness of the location, structural design, suitability of water flow, drainage, location of utilities or other qualities of the proposed changes being reviewed.
2. That approval by the Architectural Review Board shall in no way be construed as to pass judgement on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the City of Alexandria or the Commonwealth of Virginia.
3. That approval of any particular plans and specifications or designs shall not be construed as a waiver of the right of the Architectural Review Board to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. That no work on the proposed change shall begin until written approval of the Architectural Review Board has been received by me; that, if work is begun prior to approval, 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.
5. That there shall be no deviations from the plans, specifications, and location approved by the Architectural Review Board without prior written consent of the Architectural Review Board; any variation from the original application must be resubmitted for approval.
6. That I authorize members of the Board of Directors, the Architectural Review Board and the Managing Agent to enter my property for routine inspection(s). A Letter of Compliance will be issued once the inspection(s) is complete. A modification is not complete until a Letter of Compliance is issued.
7. That construction or alterations in accordance with the approved plans and specifications must commence within 90 days of the approved date of this application and be substantially completed within 6 months of the approved date (or such other reasonable period as the Architectural Review Board shall specify in its approval pursuant to Article III, Section 4(e) of the Amended Declaration, otherwise the approval by the Architectural Review Board shall be deemed conclusively to have lapsed and to have been withdrawn.
8. That it is my responsibility and obligation to obtain all required certificates of appropriateness, building permits, to contact Miss Utility, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. That I am responsible for any damage and all cost to repair Common Areas that results from the proposed modification.

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Owner/Applicant Signature

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Date

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Co-Owner/Applicant Signature

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Date

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For Architectural Review Board Use Only

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Date

- Approved by Architectural Review Board
- Approved by Architectural Review Board with conditions
- Not approved by Architectural Review Board

Comments or conditions: