

Norbeck Crossing Homeowners Association

ARCHITECTURAL IMPROVEMENT REQUEST FORM

The Architectural application is divided into 3 sections:

Section 1 Description of Planned Improvements and Section 2 Neighbor Notifications

To be completed and sent to the HOA to request approval of the Planned Improvement.

Incomplete forms will be returned to the homeowner and not be considered by the Architectural Review Committee (hereinafter "ARC").

Section 3 Notice of Completion

To be completed and sent to the HOA upon completion of the Planned Improvement.

Send the application with accompanying Plans, Specifications, Materials list and Paint Color chips to:

Norbeck Crossing Homeowners Association
c/o The Management Group Associates, Inc.
20440 Century Boulevard, Suite 100
Germantown, MD 20874

OR

Owner Portal: <https://portal.tmgainc.com>

Homeowner's Name			
Property Address			
Home Phone		Cell Phone	
Email Address			
Owner Occupied	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Section I. Description of Planned Improvements

Include a detailed drawing of the proposed improvements. Include colors and materials, as per the Architectural Procedures and Rules. Attach additional pages for further details.

Section 2. Neighbor Notification

Provide proof of neighbor notification for all architectural applications. Facing, Adjacent and Impacted neighbor notification.

- **Facing** neighbor means the neighbors most directly across the street.
- **Adjacent** neighbor means all neighbors with adjoining property lines to the applicant.
- **Impacted** neighbor means all neighbors in the immediate surrounding area, which would be affected by the construction of any improvement. This includes neighbors on the street above with an unobstructed view of the property.

The details of the planned improvements to the home at the address on page 1 were made available to the following neighbors for review. They have been notified that the homeowner is submitting the planned improvements for Architectural Review by the Architectural Committee. If necessary, use an additional sheet for additional neighbor notifications or neighbor comments.

NOTE: Signatures from your neighbors are NOT approvals, but acknowledgement that they have reviewed the plans being submitted.

Facing Neighbor

Name _____
Address _____
Signature _____
Date _____
Comments _____

Name _____
Address _____
Signature _____
Date _____
Comments _____

Adjacent Neighbor

Name _____
Address _____
Signature _____
Date _____
Comments _____

Adjacent Neighbor

Name _____
Address _____
Signature _____
Date _____
Comments _____

Impacted Neighbor

Name _____
Address _____
Signature _____
Date _____

Impacted Neighbor

Name _____
Address _____
Signature _____
Date _____

Comments _____

Comments _____

Homeowner's Acknowledgement:

I understand:

- No work on this request shall commence until I have received approval of the ARC Committee.
- Any construction or alteration to the subject property before approval of the ARC is strictly prohibited. If I have commenced or completed any construction or modification to the property and any part of this application is disapproved, I may be required to return the property to its original condition at MY OWN EXPENSE. If I refuse to do so and the HOA incurs any legal fees related to my unapproved construction, I will reimburse the HOA for all such legal expenses incurred.
- Any approval is contingent upon construction or alterations being completed in a neat and orderly manner.
- There are architectural requirements covered by the Covenants and a board review process as established by the Board of Directors.
- All proposed improvements to the property must comply with city, county, state and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver or modification of any codes. My signature indicates that these standards are met to the best of my knowledge.
- Any variation from the original application must be resubmitted for approval.
- If approved, said alteration must be maintained per the Declaration of Covenants for the HOA.
- This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration.
- I acknowledge and agree that the Architectural Review Committee and Association assume no liability resulting from the approval or disapproval of any plans submitted. The Committee and the Association assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. I agree to grant the Association accesses to property at any reasonable hour to inspect for compliance issues.
- It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. Your association, the ARC Committee, and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.
- All improvements approved by the ARC must be started within one year from the date of approval.
- All work approved by the ARC shall be completed within 90 days of commencement. After completion, each request will be subject to approval by a member of the Board of Directors (BOD) or ARC for compliance.
- In accordance with our guidelines, the ARC is allowed up to forty-five (45) days in which to make and notify you of its determination.

Homeowner's
Signature _____

Date _____

Contractor's Acknowledgement

In the interest of all Owners and contractors, the following regulations shall be enforced during the construction period. These regulations shall be a part of the construction documents contract for each residence, and all contractors and Owners shall abide by these regulations.

- Construction Hours.** Construction working hours shall be from 7:30 am to 6:00 pm, Monday through Friday. Saturdays and Holidays from 9:00 am to 5:00 pm. No construction is allowed (except for reasonably quiet interior work) on Sundays and the holidays set forth below, without the written permission of the Committee:
New Year's Day
Easter
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas
- Telephone/Cable TV Lines.** Contractor MUST notify Miss Utility if digging, and indemnify Norbeck Crossing from and against any claim for failure to do so. Furthermore, if any telephone, cable television, electrical, water, etc. lines are cut, it is the contractor's responsibility to report the accident to the Association within 30 minutes and the respective utility company.
- Construction Damage.** Any damage to the streets and curbs, drainage inlets, street markers, street lights, lot light bollards, mailboxes, walls, signs, landscaping, public or private property, etc. will be repaired by the contractor. The Contractor will be held accountable for any damage by his subcontractors. If the Contractor does not promptly repair the damage, the Committee or the Association may repair the damaged property, and the cost of the damage repair will be billed to the Contractor or homeowner.
- Loud Noises Levels.** Loud radios or noise will not be allowed during the construction. This is distracting and discomforting to property owners. Normal radio levels are acceptable. Do not mount speakers on vehicles or outside of homes under construction/renovation.
- Obstructions.** No Contractor shall obstruct any of the Common Area or otherwise impede the rightful access of any other Person on any portion of the Property upon which such Person has the right to be. No Contractor shall place or cause or permit anything to be placed on or in any portion of the Common Area without the approval of the Board of Directors. Nothing shall be altered or constructed in or removed from the Common Area or Common Easement Areas except with the prior written approval of the Board of Directors.
- Site Clean-Up.** Contractors shall keep their construction sites in a neat and orderly condition at all times. Work areas shall be kept free of discarded boxes, plastic, cans, bottles, lunch bags, food, styrofoam containers, cartons, empty cement bags or any other such materials. Construction sites shall be cleaned up at the end of each working day. Trash from construction work will be contained in a trash dumpster or suitable method that will assure constant containment and stockpiling of the trash until removal from the site. No construction material or trash shall be dump on common areas or dumpster belonging to the condominiums. The contractor is responsible for trash that blows off the site and shall retrieve such trash immediately. There will be no stockpiling or dumping on adjacent lots or on streets. Trash not removed will be removed by the Association and billed to the responsible homeowner.
- Harmful Discharges.** No waste nor any substance or materials of any kind shall be discharged into any public sewer serving the Property or any part thereof in violation of any regulation of any public body having jurisdiction over such public sewer. No person shall allow the escape or discharge of any fumes, odors, gases,

vapors, steam, acids or other substances into the atmosphere which discharge, in the opinion of the Board of Directors, may be detrimental to the health, safety or welfare of the area in which may be harmful to the Property or vegetation. This requirement shall also be applied to the disposal of trash and waste materials.

Violations. It shall be the contractor's responsibility to ensure that his construction activities, including all subcontractors' activities, do not violate these regulations. Repeated violations can and will result in a shut down of the construction site.

Fines. First offense violating any of the rules referenced to this Acknowledgement will result in a warning. Second offense (not necessarily same offense) - \$200.00; subsequent offenses – \$200.00 + \$50.00 each additional offense (e.g., 3rd: \$250.00, 4th: \$300, ...).

Contractor's Company Name: _____

Contractor's Phone Number: _____

Contractor's
Signature _____

Date _____

Homeowner's
Signature _____

Date _____

Norbeck Crossing Homeowners Association

ARCHITECTURAL IMPROVEMENT REQUEST FORM

Section 3. Notice of Completion

To be completed and sent to the ARC upon completion of the Planned Improvement.

Norbeck Crossing Homeowners Association
c/o The Management Group Associates, Inc. 20440 Century Boulevard
Suite 100
Germantown, MD 20874

OR

Owner Portal: <https://portal.tmgainc.com>

Homeowner's Name			
Property Address			
Home Phone		Cell Phone	
Email Address			
Owner Occupied	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Notice is hereby given that the improvements detailed on page 1 of the Norbeck Crossing Architectural Application and summarized below have been completed as called and in the manner designated by the approved Architectural Application Plans.

Summary of Planned Improvements Completed:

Actual Start Date	_____	Actual Completion Date	_____
Homeowner's Signature	_____	Date Submitted	_____

Required Documentation and Attachments Check List

Indicate If Attached to Application

1. Site Plat. A site plan, drawn to scale, showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines must be provided for decks, patios, walls, fences, major landscape changes which require approval, and structural additions to the home. REQUIRED FOR ALL APPLICATIONS EXCEPT PAINT. _____

2. Architectural Drawings and Plans. Detailed Architectural drawings or plans must be provided for decks or any structural additions to the home and major landscape improvements which would change the topography of the lot or landscape plan originally provided by the builder. REQUIRED FOR ALL APPLICATIONS EXCEPT PAINT. _____

3. Detailed Scale. Survey of house or lot showing the size and location of the proposed change outlined in red. REQUIRED FOR ALL APPLICATIONS EXCEPT PAINT. _____

4. Finish Materials. A description and/or sample of all finish materials to be used for the exterior surface of proposed improvements must be provided. REQUIRED FOR ALL APPLICATIONS EXCEPT PAINT. _____

5. Paint or Stain Colors. A sample and model number of the color(s) to be used must be provided, both for repainting or restaining existing improvements and for structural additions, together with a list of existing paint colors on the house or appurtenant structures which will remain unchanged. _____

6. Color Scheme or color of material (identify current and proposed coloring and provide a sample(s)) _____

7. Other Exhibits. Other exhibits may be required in order to permit an adequate evaluation of the proposed change. _____

8. Photographs. The inclusion of photographs is appropriate for exterior lighting fixtures, decorative object, and similar cosmetic additions. _____