



MONTGOMERY VILLAGE FOUNDATION, INC.
CONDOMINIUM PROPERTY IMPROVEMENT REQUEST FORM
HORIZON RUN CONDOMINIUM BOARD OF DIRECTORS

Architectural Review Board
10120 Apple Ridge Road
Montgomery Village, MD 20886-1000
(301) 948-0110
(301) 990-7071 fax

FOR OFFICE USE ONLY	
Date:	_____
Vio Case#:	_____
Account ID:	_____
J	V

PROPERTY OWNER INFORMATION

Owner Name: _____
Property Address: _____
Main Telephone: _____
Main e-mail: _____

REQUEST FOR CHANGES TO PROPERTY

In accordance with the Declaration of Covenants, Conditions and Restrictions referred to in the deed covering the property described above, I apply for written consent to make the following exterior alterations or changes to the premises. Check the block that applies, and fill in all required information. Please be careful to match all requested information to this application to ensure the Architectural Review Board's consideration. Detailed checklists are available for most modifications.

NOTE: The final decision is made by the Horizon Run Condominium Board of Directors. A copy of this application and the Architectural Review Board's recommendation will be forwarded to the community manager to be processed. For more information on the final decision, please contact 301-948-0110, ext. 2327.

STORM DOOR, STORM WINDOWS OR REPLACEMENT WINDOWS
Please attach a sketch or catalog photo.

Style _____ Color _____

STRUCTURAL IMPROVEMENT

Please include a Plat Plan locating where the modification is to be done, front and side elevations, scaled drawings showing the design, dimensions and relationship to house.

Type of improvement or modification desired _____

Materials to be used _____

Color and finish _____

Approximate time for completion after approval _____

FENCING *

Please attach a Plat Plan showing the exact location of the proposed fence on the property, including dimensions, style and location of gate, if applicable.

Style of materials to be used _____

Height _____ Finish and Color _____

*NOTE: Requests for installation of fencing will be approved only for fences to be constructed completely within the limited common elements of the condominium unit. Maintenance of the fence becomes the responsibility of the condominium owner. In addition, the condominium owner assumes the responsibility for the fenced area, to include the grass, unless written request is directed to the Horizon Run Condominium Maintenance Chairperson for condominium maintenance. If approval is granted, it will be only for the season and will be reviewed annually.

EXTERIOR PAINT CHANGE

Please attach a sample of the paints to be used if other than McCormick paint (no approval is required when repainting with approved colors presently on the house).

Areas to be painted and color to be used:

- 1. _____
- 2. _____
- 3. _____

OTHER MODIFICATIONS

Please submit appropriate details.

AGREEMENT

If my application is approved, I fully understand that the approval is only for what I have indicated above and is based upon the facts that I have presented herein. I understand that all approved alterations or changes must be completed within three (3) months of the Architectural Review Board's approval unless a specific exception is received.

All approvals are for conformity with existing architectural and aesthetic conditions within the community only. I, the applicant, have the sole responsibility for building permits, engineering, water flow and/or any other areas requiring professional or technical advice or approval. As the applicant of this Condominium Property Improvement Request Form, I understand that I assume responsibility for obtaining the necessary building permits. An approved Property Improvement Request Form must be presented to Montgomery County officials in order to obtain a building permit.

Further, I shall be solely responsible for any damage to adjoining property owners and all other persons that may result from the approval herein requested. Additionally, any damage or cost to repair greenspace or community property as a result of any Architectural Review Board approval is my, the homeowner's, responsibility.

I hereby grant permission for the Architectural Review Board members and the Montgomery Village Foundation staff to enter on my property to make reasonable inspection of the modification whether proposed or completed.

I understand that as the homeowner, I may attend Architectural Review Board meetings and may bring my contractors if desired. If contractors are attending a meeting without the homeowner present, it will be necessary for the homeowner to sign an Authorized Agent Affidavit (available at the Montgomery Village Foundation office).

Property Owner Signature _____ Date _____

<p>ACTION: Architectural Review Board</p> <p style="text-align: center;">Recommended Approval / Disapproval / Approval with Modifications</p> <p>By: _____</p> <p>Date: _____</p> <p>Remarks: _____</p> <p>_____</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;">APPROVED</td> <td style="width: 50%; text-align: center; border: none;">DISAPPROVED</td> </tr> <tr> <td style="text-align: center; border: none;">Board of Directors</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">By: _____</td> <td style="border: none;">By: _____</td> </tr> <tr> <td style="border: none;">Date: _____</td> <td style="border: none;">Date: _____</td> </tr> </table>	APPROVED	DISAPPROVED	Board of Directors		By: _____	By: _____	Date: _____	Date: _____
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