

# The Trails at Woodlot Homeowners Association

[www.thetrailsatwoodlot.com](http://www.thetrailsatwoodlot.com)

## EXTERIOR ALTERATION APPLICATION INSTRUCTIONS

Instructions to Homeowner(s):

The Trails at Woodlot Covenants require that Homeowners submit an Exterior Alteration Application for modifications to the outside of their home.

The Exterior Alteration Application process provides the Owner with protection from covenant violations; therefore, it is in the Owner's best interest to obtain an approved application for their projects. Exterior alterations commenced without prior approval through this process, may be in **continual** violation of the covenants and, without Approval, **are done at the applicant's own financial risk.**

Examples of Alterations requiring Homeowners to both submit an Application and receive explicit Approval (which may be subject to inspection) include, but are not limited to:

- \* paint color changes,
- \* landscaping, hardscaping (such as pavers), and play structures
- \* installation of fencing,
- \* changes to structures (such as roofs, decks, etc),
- \* any other change which will alter the appearance or structure of the property or exterior of the building

Further, the Board emphasizes that **the OWNER is RESPONSIBLE for the placement of fences and other structures** within the restriction or set back lines of the property shown on their Plat.

### APPLICATION PROCESS

The HOA Board or Architectural Committee can address any of your questions or concerns regarding this application or the process. Please call (410)730-0393 or email [TheTrailsAtWoodlot@gmail.com](mailto:TheTrailsAtWoodlot@gmail.com).

Homeowner must provide two (2) complete original Applications. Please print in Ink or Type documents. Both originals should include any color photos/documents or paint samples as necessary. Submit to:

The Trails at Woodlot HOA  
10451 Twin Rivers Rd, #193  
Columbia, MD 21044

***We suggest you email the [TheTrailsAtWoodlot@gmail.com](mailto:TheTrailsAtWoodlot@gmail.com) to tell the Board that you have mailed an Application. The 60 day review period does not begin until the Board receives your Application. The Architectural Committee is not responsible for Applications lost in the mail.***

***Submissions by email or fax are not permitted under ANY CIRCUMSTANCES.***

The Architectural Committee has 60 days to act on your Application (Article VII, section 7.1); however, applications usually take no longer than fifteen (15) days to review. One of your submitted original applications will be returned as either Approved or Denied.

Thank you,  
The Trails at Woodlot Homeowners Association Board and Architectural Committee

*Revised 2/9/2015*

# The Trails at Woodlot Homeowners Association

## EXTERIOR ALTERATION APPLICATION - CHECKLIST

**This Checklist is meant as a helpful guideline and is not meant to be exhaustive.**

### All Applicants:

- Have you reviewed the Covenants, especially Article VIII, Restriction on Lots?
- Does your Lot have any Special Restrictions on it?
- Have you completed all parts of the application?
- Are you submitting both required pages of application.?
- Have you signed the Application on Page 2?**

### Color Change Applications

- Have you included a sample color?
- Is the sample color chip large enough for someone to assess it for your change?
- Do you want to include other alternative colors?
- For Townhouse Owners, have you reviewed the approved color scheme which is available on the HOA website?

### Fences and Other Structures

- Have you reviewed the Covenants, especially Article VIII, Restriction on Lots, specifically Sections 8.4, 8.14, 8.16, 8.17, and 8.18? OWNERS ARE RESPONSIBLE FOR PLACEMENT OF FENCES AND STRUCTURES WITHIN SUCH RESTRICTIONS.
- Are your plans in compliance with the Covenant's Restrictions on Lots?
- Did you include a copy of your plat or property survey?

### Fencing

- If painting or staining, please note color on Application with color chip. For Single Family homes, fencing must be a natural wood color (staining and painting may be permitted, but only in natural wood colors).
- Wire material must be installed on the INSIDE of the fence.

### Sheds

- Have you provided an accurate picture with style and colors noted?
- Have you noted the location of the placement with accuracy?

### Roof/Shingles

- Have you provided 2 color copies of the new roof style and/or color?

**REMEMBER:** Before digging, call "Miss Utility" at 1-800-257-7777 for free location of gas, electric, telephone, water and sewer lines.

# Trails at Woodlot Homeowners Association

## EXTERIOR ALTERATION APPLICATION, Page 1

**WARNING: EXTERIOR ALTERATIONS COMMENCED WITHOUT PRIOR APPROVAL OF THE ARCHITECTURAL COMMITTEE ARE IN VIOLATION OF THE COVENANTS AND ARE AT THE APPLICANT'S OWN RISK. SEE THE HOA COVENANTS, ARTICLES VII and VIII.**

**This Application is 2 pages. Please print in ink or type and submit 2 originals (including all attachments).** One of your submitted original applications will be returned to you after it is reviewed and recorded by the Architectural Committee. *Submissions by email or fax are not permitted under ANY CIRCUMSTANCES.* Submit your two (2) original applications to: **The Trails at Woodlot HOA, 10451 Twin Rivers Rd, #193, Columbia, MD 21044.**

### PROPERTY:

OWNER NAME(S) \_\_\_\_\_

ADDRESS \_\_\_\_\_

LOT NUMBER \_\_\_\_\_ Special Restrictions on Lot? Y / N *see Article VII, Sections 7.12(a) - (d)*

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

### DESCRIPTION OF CHANGES REQUESTED:

Give purpose and full details of change, use additional paper if necessary. If any painting is required, attach paint or stain color chip. All structural changes require plot plan or, if unavailable, a scaled drawing. Where applicable, include clipping, photo, or architectural plans. Please note that The Board and/or Architectural Committee may inspect your property to determine if the changes approved were completed as submitted.

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Estimated START date: \_\_\_\_\_ Estimated COMPLETION date: \_\_\_\_\_

# The Trails at Woodlot Homeowners Association

## EXTERIOR ALTERATION APPLICATION, page 2

### ACKNOWLEDGEMENT\* OF NEIGHBORS:

Obtain signatures of **all** Trails at Woodlot neighbors adjacent to visually affected area. If fewer than two (2) are affected, please note with explanation. Additional signatures may be provided on an additional page.

Name\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

Address\_\_\_\_\_

**\*ACKNOWLEDGEMENT INDICATES AWARENESS OF INTENT – NOT APPROVAL OR DISAPPROVAL.** Owners's input may be given to HOA BOARD AT (410)730-0393.

### OPTIONAL WAIVER OF 60 DAY ACTION PERIOD PROVIDED UNDER ARTICLE VII, Sec 7.1

The Architectural Committee always strives to complete all Applications within the 60 days. At times, additional information is needed for the Committee to be able to act on an Application. Rather than "Deny the Application with a Recommendation for Resubmission", the Committee would prefer to work with Owners to resolve the Application more efficiently. By checking "YES", the Owner is agreeing to waive the 60 day Review Period. (Leaving the section below blank defaults to a NO response.)

\_\_\_\_\_ **Yes, Owner(s) hereby WAIVES the 60 day action period in Article VII, Section 7.1.**

\_\_\_\_\_ No, Owner(s) does not WAIVE the 60 day action period in Article VII, Section 7.1.

### PERMITS:

The Trails at Woodlot Architectural Committee approval of this application may not be the only approval required. It may be necessary to obtain approval from Howard County. Such agencies may have more restrictive and/or different criteria. Therefore, it is the Homeowner's responsibility to ensure compliance with all restrictions. HOWARD COUNTY BUILDING PERMIT: To determine whether the change requires a Howard County permit, contact the Bureau of Inspection and Permits at 410-313-2455.

\_\_\_\_\_ Permit Not Required      \_\_\_\_\_ Permit Obtained      \_\_\_\_\_ Permit Applied For

*The above property is subject to the Building and Zoning Codes of Howard County. Nothing herein, nor any approval by the Trails at Woodlot Architectural Committee shall be construed to represent that alteration to land or building in accordance with these plans are in compliance with any provisions of the applicable building or zoning code(s). Further, nothing herein shall be construed as a waiver of modification of any said restriction(s) by the Trails at Woodlot Homeowners Association.*

### OWNER'S SIGNATURE:

Name(s):\_\_\_\_\_

DATE:\_\_\_\_\_

Name(s):\_\_\_\_\_

DATE:\_\_\_\_\_

*(end of Application)*

*Revised 2/9/2015*

# The Trails at Woodlot Homeowners Association

## EXTERIOR ALTERATION APPLICATION ACTION FORM

*To be completed by HOA Board &/or Architectural Committee*

Date Application Received in Mail or in person: \_\_\_\_\_ (Attach envelope)

Date Application Reviewed for Completeness by: \_\_\_\_\_ (Sign)

Is Application the current version: Y / N (If outdated version of application received, please contact Architectural Committee lead member after review for completeness.)

### For Architectural Committee:

Notification to Owner that Application was received (note method or attach email).

Notes: \_\_\_\_\_

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

### TRAILS AT WOODLOT ARCHITECTURAL COMMITTEE ACTION:

**\*NOTE: Current Board Members and/or Architectural Committee Members may not take action on his/her own Application.**

Application approved as submitted.

Application approved with the following provisions:

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

Application denied for the following reasons:

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

○ Recommendation(s) for re-submission:

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

Signed\* \_\_\_\_\_

Date \_\_\_\_\_

Signed\* \_\_\_\_\_

Date \_\_\_\_\_