

Exterior Alteration Application and Instructions

The Trails at Woodlot

Updated: January 25, 2026

Instructions to Homeowner(s): Please read these instructions carefully.

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

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**.

Please refer to the "**Exterior Alteration - Guidelines For Homeowners**" on the HOA Architectural Committee web page to review examples of alterations requiring Homeowners to both submit an Application and receive explicit APPROVAL before starting the alteration. Projects may be subject to inspection upon completion.

The following are just a few examples that require an Application:

- paint color changes, tree removal
- landscaping, hardscaping (such as pavers), & play structures
- installation of fencing, sheds and/or other visible structures (neighbor signatures required)
- 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. Signatures by 2 neighbors are **ONLY REQUIRED** for new fences, sheds, and other visible structures. See page 2 of the Exterior Alteration Application.

APPLICATION PROCESS

The HOA Board or Architectural Committee can address any of your questions or concerns regarding this application or the process. Contact them by phone or email (see below).

Methods for Application Submission:

Email (Preferred Method): SColler@procomgt.com, or

**Mail To: The Trails at Woodlot HOA
c/o ProCom
400 Serendipity Drive
Millersville, MD 21108**

Phone: (410) 721-0777 x102

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EXTERIOR ALTERATION APPLICATION INSTRUCTIONS

Homeowner must complete the **Exterior Alteration Application** found on the HOA Architectural Committee web page. The Application must include a detailed description of the proposed change and specific information, such as exact specifications, sketches, photos, illustrations, paint color, fabrication samples, etc. showing the nature, kind, shape, color, dimensions, and materials of proposed change. Please print in Ink or type documents. Submit the signed copy via email (preferred method) or U.S. post mail to the addresses identified on the cover page of this document.

The 60-day review period begins on the date that the email with attached application is received or date as stamped on the envelope of a mailed copy. Once submitted via email or mail, please call the phone number on the cover page and leave a message stating that the application has been submitted.

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. A signed copy noting approval or denial will be returned to you via email and/or mail based on the original submission process.

Thank you,

The Trails at Woodlot Homeowners Association Board and Architectural Committee

Trails at Woodlot Homeowners Association

EXTERIOR ALTERATION APPLICATION – CHECKLIST

This Checklist is meant as a helpful guideline and is not meant to be exhaustive. Please refer to “Exterior Alterations – Guidelines for Homeowners” found on the HOA Architectural Committee web page.

All Applicants:

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

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 “**Townhome Paint Selection**” Color Palette document which is found on the HOA Townhome Advisory Council web page.

Fences and Other Structures - Fences, sheds, and other visible structures require SIGNATURES by two neighbors adjacent to visually affected area. See page 2 of the Exterior Alteration Application.

- 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.

EXTERIOR ALTERATION APPLICATION – CHECKLIST

- 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. 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.

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

Sheds – Neighbors' signatures required. See page 2 of the Exterior Alteration Application

- 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 a color copy of the new roof style and/or color?

Tree Removal

- Any tree larger than 6 inches in diameter requires the submission of an application before removal. Stumps must be ground down to below ground level if visible from the street.
(Covenant Article VIII, Section 8.3).

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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 3 pages. Please print in ink or type your information below (retain 1 copy for yourself) and email --preferred method -- to SColler@procomgt.com or mail (1 copy including all attachments) to:

The Trails at Woodlot HOA,
c/o ProCom
400 Serendipity Drive
Millersville, MD 21108

A signed **Action Form** will be sent to you after it is reviewed and recorded by the Architectural Committee using the same method of submission (email or regular mail). Contact the HOA Board or Architectural Committee by phone as needed: **(410) 721-0777 x 102**

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.

Estimated START date: _____

Estimated COMPLETION date: _____
Revised 1/25/2026

Trails at Woodlot Homeowners Association

EXTERIOR ALTERATION APPLICATION - Page 2

ACKNOWLEDGEMENT* OF NEIGHBORS: only required for requests to install a new fence, shed, or other visible structures.

Obtain signatures of 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 _____ Address _____

Name _____ Address _____

***ACKNOWLEDGEMENT INDICATES AWARENESS OF INTENT – NOT APPROVAL OR DISAPPROVAL.**

Owners' input may be given to HOA BOARD by phone (see contact info on Page 1).

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

Trails at Woodlot Homeowners Association

EXTERIOR ALTERATION APPLICATION - Page 3

Address: _____

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)

Trails at Woodlot Homeowners Association

EXTERIOR ALTERATION ACTION FORM

To be completed by HOA Board and/or Architectural Committee

Date Application Received and Reviewed: _____

Address: _____

Summary of request: _____

For Architectural Committee:

Notification to Owner that Application was received. Date: _____
Method: _____ email _____ mail

Notes:

TRAILS AT WOODLOT ARCHITECTURAL COMMITTEE ACTION:

NOTE: Current Board Members and/or Architectural Committee Members may not take action on their own Application.

[] Application approved as submitted

Application approved with the following provisions:

Application denied for the following reasons:

[] Recommendation(s) for re-submission:

Signed: _____, Chairperson Date: _____

Architectural Committee Members Approval:

Copy to HOA & Homeowner: Date

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