

August 24, 2010

## **Information, Requirements and Documentation to Support Your Request (Villa Homes)**

### **Application Schedule and Assistance**

Applications must be submitted to the Concierge or FRCA Property Manager prior to the first Wednesday of the Month. The Modifications Committee (MC) will review applications on the following Wednesday and forward the approved application to the Villa Board for review at their next scheduled meeting. The Villa Board will forward their reviewed application to the FRCA Property Manager at the Center who will notify you promptly thereafter. Residents may attend all meetings.

**The Villa Owner is responsible for providing the Modifications Committee and the Villa Board with any additional support it may request in order to complete its review for approval.**

The FRCA Management Company Representative and/or the MC will assist with your application, if necessary.

### **Submission Requirements**

Following are listings of the documentation required to support your request for modification. The section and paragraph references accompanying each item refer to the FRCA Design Guidelines, June 1, 2010, available on-line at fallsrun.org under Documents or in hard copy from the Property Manager at the Center. References that apply to the Villa Documents (Villa Rules and Regulations) are as noted. Your submission of the requested documentation in completeness will ensure the Modifications Committee and Villa Board have all of the information needed to process your request quickly and efficiently.

**The following items involve Villa exteriors and require approval by both the MC and the Villa Board:**

**Awning.** Section II. L. 3. Provide photo showing location, fully extended awning foot-print on the Plat Survey, a brochure defining canvas/material selection, state retractable or stationery, color and dimensions. *It is prohibited to install roof mount awnings or other roof mount shade devices.*

**Decks, Screened Porches or Sunrooms.** Section II. A.1-6, L.1-2, M. For the proposed deck, screened porch, or sunroom, provide blueprint of construction plan showing dimensions, color(s), materials and roofline. Provide a Plat Survey with the proposed addition marked thereon. Include actual building photo that shows location of modification.

**Existing Deck Refurbishment, Improvement, Painting, or Re-staining** Section II. A.1-6, L.1-2, M. Provide details of the deck, screened porch or sunroom refurbishment or improvement with drawings/sketches. Describe the materials, paint, stain finishes, and colors. Include actual building photo that shows location of proposed work.

**Exterior Lighting.** Section II, I. 1. b-d and Villa Rules and Regulations, 05-06. Provide Plat Survey showing location of lights and a brochure with picture describing the color, style, voltage and wattage.

**Hand railing for Unit Main Entry.** Section II. E. 3. Provide photo of Unit Entry with steps. Supply a sketch showing location of planned railing installation. Include details of materials and post collars, railing configuration (pickets and posts), size, and color-finish. Describe the support post(s) base mounting to achieve a free-standing railing installation.

**Pergola and Trellises.** Section II. N. 1, 3, and 4. Provide Plat Survey, photo or drawing of location with photo of home and blueprint drawing of construction plan, including color and dimensions, and state if cedar or vinyl construction will be painted or installed to match the trim color of the house. The Pergola and any associated screening (Trellis) panels must be contained within the existing patio area.

**Satellite Dishes and Antennas.** Section II. F. 3. State whether satellite dish or antenna (with dimensions). Provide photo or drawing with location clearly marked.

**Storm Door.** Section II. A. 7 and 8. Provide a photo of home, brochure of door, color palette of home and color selection of door. State following: (1) full glass storm Door or full glass self-store storm door, and (2) glass will be plain / beveled/ light detailing/ lightly etched/heavily etched/ patterned.

**Any Other Exterior Modification that is not listed above.** Provide details and nature of request.

**December 9, 2009**  
**Falls Run Community Association**  
**Application for Changes and Improvements (Villa homes)**

**Submission Date:** \_\_\_\_\_ **Initial Submission** \_\_\_\_\_ **Revised Submission** \_\_\_\_\_

**Date project to begin:** \_\_\_\_\_ **Date project to end:** \_\_\_\_\_

1. Homeowners Name: \_\_\_\_\_
2. Falls Run Address (include Building No.) \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. Phone Number/email: \_\_\_\_\_
5. Home's Model Name: \_\_\_\_\_
6. Contractor (name/telephone): \_\_\_\_\_

**Nature of request:**

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

\_\_\_\_\_ **Check here if Neighbors' Consent for the Modification accompanies this request.**

**Attach additional sheet, if necessary. Include photographs, Survey Plat and other requested materials and sign form below. Note: Stafford County requires approval of this application before issuing a building permit.**

**Homeowner Responsibilities and Signature(s)**

1. Owners are required to read the applicable parts of the Design Guidelines and are responsible to research and adhere to these guidelines.
2. If any work begins prior to Receipt of Approval of this request and does not conform to the Declaration or the Design Guidelines, the owner acknowledges liability for all costs necessary to bring the work into compliance.
3. The Project must be started within 120 days of approval. If the project has not been started in that timeframe, the owner must resubmit the request for modification. If construction has not been completed within the scheduled timeframe and the owner has not obtained approval for a new completion date, the incomplete construction shall be considered a violation.
4. Material herein contained will represent alterations that comply with the zoning and building codes of Stafford County. The owner is responsible for obtaining the necessary permits prior to beginning construction.
5. Prior to excavation, the homeowner is responsible for location of all underground utilities. Digging should not begin until underground utility locations are marked.
6. Homeowners are responsible for all project cleanup, including removing all debris (sod, soil, etc.) Ensure your contractor will remove all waste material and restore any common ground affected.
7. Homeowners are responsible for all necessary repairs, including any damages incurred to neighboring property, public property, or common ground.

*Signature of Owner* \_\_\_\_\_ *Signature of Owner* \_\_\_\_\_ *Date* \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

November 12, 2009

**Neighbors Consent to Requested Modification**

By signing, I/we affirm that I/we have reviewed the Modification Application for changes and improvements and the accompanying plans for the proposed Unit improvement(s) contiguous to mine/ours. I/we hereby give my/our consent for such improvements to be made.

Contiguous Unit Owner Address \_\_\_\_\_

Contiguous Unit Owner Signatures \_\_\_\_\_ Date \_\_\_\_\_

Contiguous Unit Owner Address \_\_\_\_\_

Contiguous Unit Owner Signatures \_\_\_\_\_ Date \_\_\_\_\_

Contiguous Unit Owner Address \_\_\_\_\_

Contiguous Unit Owner Signatures \_\_\_\_\_ Date \_\_\_\_\_

**Results of Modifications Committee Review**

The Modifications Committee has determined the following:

- \_\_\_\_\_ **Approved, contingent upon Villa Board approval**
- \_\_\_\_\_ **Approved as noted.** (Conditionally approved subject to conditions.)  
Homeowner need not submit revised plan incorporating all conditions.
- \_\_\_\_\_ **Not Approved.** (The Application must be resubmitted with more information or changes.)
- \_\_\_\_\_ **Not reviewed by MC. Forward the Application to Villa Board for review and approval.**

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Committee member's initials: \_\_\_\_\_

Modifications Committee Chair's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Results of Villa Board Review**

The Villa Board of Directors have determined the following:

- \_\_\_\_\_ **Approved.**
- \_\_\_\_\_ **Approved as noted.** (Conditionally approved subject to conditions.)  
Homeowner need not submit revised plan incorporating all conditions.
- \_\_\_\_\_ **Not Approved.** (The Application must be resubmitted with more information or changes.)

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Villa Board Director's initials: \_\_\_\_\_

Villa Board President's signature: \_\_\_\_\_ Date: \_\_\_\_\_