

TOWNES OF MOOREFIELD COMMUNITY ASSOCIATION (TOMCA)

Application Form for Architectural Changes

Homeowner Name(s): Se / Sue Kang Date: 7/23/19

TOMCA Property Address: 711 Hunter Ct SW Vienna VA Lot# 22180

E-mail Address: sue@1kangfamily.com

Day Phone: 703-217-5848 Cell Phone: _____
 (Cell)

INSTRUCTIONS TO APPLICANT:

1. Consult the TOMCA Architectural Guidelines (March 2011 edition with revisions through 4/3/18) for specific submittal requirements for each proposed change.
2. Submit application form, drawings, measurements, samples and other required documents to:

Townes of Moorefield CA/ACC Application
 c/o POA Management Associates
 9091 Wexford Drive
 Vienna, VA 22182

Or e-mail to: poa@poa-management.com
 or Fax to: (703) 272-7730 (if application includes photos or color brochures, these will not be legible via fax.)
 Phone (703) 938-8761

PLEASE NOTE: Application material submitted by e-mail must be combined into a single PDF document. Please do not include additional information in the body of the email correspondence.

3. Certain exterior changes, such as the installation of new fences and movement of existing fences, will require a house location (plat) survey indicating the location of the proposed changes.
4. **All ground level patio, deck, and hardscape applications should describe in detail how drainage will be maintained and how downspout water runoff will be directed. Include description of pipe and drainage bed if applicable.**
5. Read and sign the section entitled Homeowner Responsibilities.

Exterior Changes to Property Requested: (Please submit a separate request for each element).

	Roof related, including but not limited to shingles, ridge vents, attic fans	Chimney related	Decks, any level, including deck enclosures (as allowed on certain models per guidelines)
	Doors, exterior, all types, removal, replacement, painting	Driveways/parking pads	<input checked="" type="checkbox"/> Fencing
	Garage, all related elements	Gutters & Downspouts	Landscaping
	Lighting & Fixtures, exterior	Shed, new replacement	Shutters, removal, replacement, painting
	Sidewalks, Steps & Porches	Siding	Skylights & Solar Panels
	Trim, all exterior	Railings	Windows
	Front Railing		
	Drainage & Erosion	Patios	
	Other:		

Sent to HOA 7/29/19 cbates@poa-management.com from work email

Describe Proposed Changes (attach additional sheets if needed):

Fence will conform to the standards as outlined in
Section 5.10 of the Current Guidelines for
Architectural Control Committee, last revised
on April 3, 2018

Estimated Start Date: 8/25/19 Estimated Completion Date: 8/30/19
(Allow up to 30 days for AAC approval prior to start date)

Homeowner Agreement:

1. I agree that compliance with Townes of Moorefield Community Association (TOMCA) Covenants and ACC Guidelines and approval by the TOMCA Architectural Control Committee (ACC) do not constitute compliance with Fairfax County and/or Town of Vienna building and zoning codes and that ACC approval will not be constituted as a waiver or modification of any code restriction.
2. I agree that work will not be started until written approval of the ACC has been received by me, and that if changes are made without approval, I will be required to return the property to its former condition at my own expense and pay full legal fees incurred if this application is disapproved.
3. I agree that the authority granted to make the proposed changes will be revoked automatically if the changes requested have not commenced within 180 days of the approval date and completed by 180 days thereafter.
4. I agree to repair/restore any common area property that I or my agent/contractor may damage during the completion of this modification/project for which I am applying.
5. I agree that I or my agent/contractor will properly dispose of, off-site, any construction debris generated by this modification/project, including any construction debris not picked up by the Town of Vienna.
6. I will assume all liability for the work performed, and agree to indemnify and hold the Association, its Board and managing agents, as well as the ACC, harmless for any damage and/or subsequent drainage or erosion issues suffered or incurred as a result of this modification/project, to adjacent properties.

I have read and understand the above.

Homeowner's Signature:  Date: 7/23/19

Helpful Checklist for Homeowner:

- I have consulted the most recent edition of the ACC Guidelines.
- I have included a detailed description of the proposed changes.
- I have included a detailed drawing of the proposed changes.
- I have included paint chips, brochures, or whatever is necessary for the ACC's review.
- I have included a plat survey for all structural changes.
- I have read and signed the application.

FOR COMMITTEE USE ONLY:

ACTION: APPROVED _____ DENIED _____ CONDITIONS _____

8/2/19: approved by the Townes of Moorefield Community Association Architectural Control Committee

Terri Hillaert Terri Hillaert, Community Manager

