

**2018 Revised
Effective August 1, 2018**

**PROCEDURES AND GUIDELINES
ARCHITECTURAL CONTROL COMMITTEE**

Maple Pointe Homeowners Association
P.O. Box 955 Manassas
VA 20113

<http://www.mphoa.hoaspace.com>

Procedures and Guidelines Architecture Control Committee

Table of Contents

I. PROCEDURES

A. Background Information.....	1
B. Application Procedures.....	2
C. Architectural Control Committee Review Criteria.....	3
D. Enforcement Procedures.....	3
E. Meetings.....	2

II. SPECIFIC PROJECT REQUIREMENTS

A. General.....	4
B. Fences, Deck, and Shrubbery.....	4
C. Storm and Screen Doors.....	5
D. Sheds.....	6
E. Storage of Boats, Trailers, or Recreational Vehicles.....	6
F. Exterior Painting.....	7
G. Fireplace and Wood Stoves.....	7
H. Recreation and Play Equipment.....	7
I. Trash Cans.....	8
J. Trash Bags.....	8
K. Firewood.....	9
L. Bulk Items Pick-Up.....	9
M. Permanent (Plastic)/Temporary (Paper) Parking Passes.....	10
N. Real Estate Sale/Rental Signs.....	10
O. Exterior Decorative Objects.....	10
P. Attic Ventilators/Air conditioning units.....	10
Q. Clothes Lines.....	11
R. Miscellaneous.....	11
S. Yard Sales.....	11
T. Refuse.....	11
U. Architectural Information.....	12

III. ARCHITECTURAL REVIEW APPLICATION

Exterior Modification Application.....	14
Shed Application.....	15

PROCEDURES AND GUIDELINES ARCHITECTURE CONTROL COMMITTEE

MAPLE POINTE HOMEOWNERS ASSOCIATION. INC.

WHEREAS, the Declaration of Maple Pointe Homeowners Association requires and authorizes the Board of Directors to create an Architectural Control committee; and

WHEREAS, the Board of Directors has appointed the membership of an Architectural Control Committee pursuant to the documents; and

WHEREAS, Article VI. Section 1 charges the Architectural Control Committee with certain duties; and

WHEREAS, the Architectural Control Committee is charged with the duty to regulate the external design and appearance of the property and improvements thereon in such a manner as to preserve and enhance property values, to ensure harmony with utility systems and to ensure a harmonious relationship among the improvements on the lots and the natural vegetation and topography; and

WHEREAS, the Architectural Control Committee is required to adopt architectural standards subject to the confirmation of the Board of Directors; and

WHEREAS, the Architectural Control Committee is obligated to adopt procedures for the exercise of its duties and enter them in official procedures book; and

WHEREAS, Architectural Control Committee has promulgated architectural standards and procedures as required by the Declaration of Covenants, Conditions and Restrictions

NOW THEREFORE, be it known that the following standards and procedures are adopted by the Architectural Control Committee subject to the noted approval of the Board of Directors

ARCHITECTURAL MEETINGS

The Architectural Control Committee shall meet once a month at a time and place designated by the Architectural Control Committee. A meeting may be suspended if there is no business to address. Special meetings of the Architectural Control Committee may be called by any two (2) members after not less than three (3) days' notice to each member. A majority of the members shall constitute a quorum at

any meeting.

I. MAKING ALTERATIONS TO YOUR HOME AND PROPERTY

These procedures and guidelines are provided as a supplement to the MaplePointe Covenant, which each Homeowner received at the time of settlement. The intent of these guidelines is to facilitate the Homeowner in obtaining approval for any alterations and/or additions, which may be contemplated for their property. To conform to the covenants, each proposed alteration or addition must be specifically approved by the Architectural Control Committee even though the improvement conforms to the guidelines that follow.

The Architectural Control Committee will review proposals that do not comply with the following guidelines on a case by case basis; However, it is asked that Homeowners modify their properties within these guidelines whenever possible. The Architectural Control Committee will consider only written requests via mail or email through MPHOA website as herein outlined. Oral requests will not be considered. The Architectural Control Committee will answer the request within thirty (30) days of receipt. Approval is required prior to commencing construction so please allow enough lead time when filing your application. Getting approval of the county does not constitute approval of the Architectural Control Committee. All approvals must be in writing.

A. Application Procedures

- 1) Application forms may be requested from:

Maple Pointe Homeowners Association, Inc.
P.O. Box 955, Manassas, VA 20113

Or

On the website by email at: <http://www.mphoa.hoaspace.com>

- 2) The completed application must be signed by the Homeowner and returned to the attention of the Maple Pointe Homeowners Association Architectural Control Committee at the above address. Upon receipt, an acknowledgement will be sent to the applicant.
- 3) The Architectural Control Committee will act upon the application as quickly as possible and notify the Homeowner of its disposition no later than fifteen (15) days after receipt. The Architectural Control Committee usually acts within fifteen (15), so please contact the Architectural Control Committee by mail or email to check on the progress if no reply has been received within that time.

- 4) If a proposal is rejected, or accepted but modified by the Architectural Control Committee, the applicant is free to request that the Architectural Control Committee reconsider its position and is encouraged to present additional information which might clarify the request or demonstrate its acceptability as originally submitted.

B. Architectural Control Committee Review Approval Criteria

The Architectural Control Committee evaluates all submissions on the individual merits of the application. Besides evaluation of a particular design proposal, this includes consideration of the characteristics of the townhouse model and individual site and effect upon neighboring dwellings or occupants, since what may be an acceptable exterior design in one instance may not be for another. Design decisions made by the Architectural Control Committee in reviewing applications are not based on any individual's personal opinion or taste. Judgments of acceptable design are based on the following criteria, which represent, in more specific terms, the general standards of the Covenants.

- 1) Validity of Concept. The basic idea must be sound and appropriate to its surroundings.
- 2) Design Compatibility. The proposed improvements must be compatible with the architectural characteristics of the applicant's house, adjoining houses and the neighborhood setting. Compatibility is defined as similarity in the architectural style, quality of workmanship, similar use of materials, color, and construction details.

C. Enforcement of Architectural Alterations & Procedures

The Covenants (Article VI. Section 2) requires the Architectural Control Committee to ensure compliance by all lot owners with the architectural standards. The following enforcement procedures have been adopted by the Board of Directors:

- 1) The sources for reporting violations will be as follows:
 - a) Concerned residents (via management or the Maple Pointe Homeowners Association)
 - b) Members of the Board of Directors
 - c) Architectural Control Committee observations during the normal course of Architectural Control Committee business
- 2) Violations consist of:
 - a) Modifications completed or commenced without Architectural Control Committee approval
 - b) Modifications completed in a manner not consistent with approved plans
- 3) All violations will be confirmed by a site visit by the Architectural Control Committee.
- 4) The owner will be contacted as soon as possible concerning the violation. (In those cases involving violations, which are subject to increased or enhanced fees with the passage of time, a violation notice will be sent immediately by certified mail and procedure six will apply next).

- 5) If there is no response after fifteen (15) days, a second notice will be sent by mail.
- 6) After another fifteen (15) days period with no contact, a notice will be sent (by certified mail) informing the resident of the time and place of a hearing by the Architectural Control Committee on the case.
- 7) If the case is not resolved during the hearing, it may be turned over to the Board of Directors with a recommendation for legal action.

II. Specific Project Requirements

A. General

- 1) Only the exterior materials existing on the parent structure or compatible with the architectural design and the character of the neighborhood will be approved.
- 2) There will be no exterior color changes approved. Exterior colors are to remain as close as possible to existing colors.

B. Fences, Decks and Shrubbery:

Decks & Fences

- 1) Decks must be approved by the Architectural Control Committee. See Deck Permit Applications: <http://www.pwcgov.org/government/dept/development/bd/Pages/deck.aspx>
- 2) No roof, awnings or screens which would form an enclosure (partial or complete enclosure) may be added to deck.
- 2) Lumber used for decks and fences must be decay resistant and similar to the lumber used by the builder. Metal fencing and decks are not permitted. Any staining or alteration of the natural color of the wood must have Architectural Control Committee approval.
- 3) Deck privacy screen specifications: A privacy screen is the screen constructed in a manner to provide privacy from one deck to another (installed only on one side corner). The Privacy Screen extends up from the deck railing and must be made of lattice. Lattice privacy screens shall be fully framed.
- 4) The privacy screen shall be finished in accordance with Section F: Exterior Painting Deck Color guidelines below and must be approved by having the Architectural Control Committee.
- 5) Privacy screen height plus the deck railing height shall not exceed a combined height of 8 feet above the deck flooring nor be greater than 8 feet in length.
- 6) Architectural Control Committee approvals will be contingent on the approval of PWC.

Removal or modification of fencing can only be done with approval of the Architectural Control Committee.

- 7) Fence extensions for interior units must enclose the backyard along the property line. Larger or smaller enclosures are not permitted.
- 8) Horizontal railing **will not** be approved. Vertical picket railings are building code requirements.
- 9) Fence extension for end units must enclose the backyard at the property line. Fencing along the side may extend as far as the property line and as far forward as the rear corner of the house.
- 10) Picket fences not to exceed four (4) feet in height are permitted for end units. Picket fences must be attached to the existing fence from the end of the unit and to the end of the property line.
- 11) Any wall above grade must have Architectural Control Committee approval.

SHRUBBERY

- 1) All trees and shrubbery with mature height of more than two (2) feet must have approval of the Architectural Control Committee. All garden enclosures greater than six (6) inches high must have Architectural Control Committee approval.
- 2) Front and back lawns must be maintained and grass must not exceed six (6) inches in height. All trees must be maintained and pruned of any stray volunteer branches at the trunk base. Stakes are to be removed from the base of existing trees for the proper growth of the tree.
- 2) Mature trees must be trimmed up to allow 7 feet of clearance for sidewalks. All bushes must be trimmed back from sidewalks.
- 3) All garden mosaics and/or garden and mow structures are not permitted unless pre-existing from previous homeowner and/or already in place prior to 2018 with Board Approval.

C. Storm and Screen Doors

Storm or screen doors must have full-length windows and be white, cream or match MPHOA approved colors that match the homeowners shutters and door. No Kick panels on storm doors.

D. Exterior Front Door Security Lights

Homes were established during construction with Dusk to Dawn front door lighting and without light switches for security reasons Front door lights should be working order at all times to help light our community for safety reasons.

E. Sheds

Sheds are, not to exceed 8' high to 10' wide on any property, including the base structure for the shed to sit on. Homeowners must submit an application, along with a picture of the shed and a plat showing the location of the shed for MPHQA approval. If the homeowner objects to any changes made to the application, by the MPHQA, the homeowner has 7 days to respond. An oral hearing in front of the board may be requested to dispute changes. After any hearing, the decision of the board is final.

Sheds will be constructed in the rear of the property within the confines of the homeowners' property fence. Sheds shall be constructed of wood, metal, or plastic. All sheds must be "earth tone" colors (e.g. Brown, grey, tan, cream, dark green, blue or barn red) If you are submitting a wood shed, you must include a sample of the stain color or paint color. All pictures submitted for a metal or plastic shed must show the actual color you are submitting for approval. You will be subject to a violation should you deter from your submitted plan without MPHQA approval.

Sheds are subject to the same upkeep and maintenance provisions as the main residence. They are to be kept secured (locked/closed) and must be structurally sound. Any shed deemed to be unsound, or in need of repair or paint/stain, shall be subject to the same violation rules that apply throughout the community. Sheds that do not conform to the MPHQA ACC guidelines, have not been appropriately approved by the board, or are considered a safety hazard, shall be removed and/or replaced at the owner's expense.

- Sheds cannot be of such a size/shape or positioned in such a way as to prevent egress from a window or the rear entrance door.
- Sheds may have vents, windows, small entrance ramps, interior shelving, window boxes and/or decorative trim.
- Sheds cannot be wired for electricity, support chimneys/roof exhaust pipes, or plumbed (shower, toilet, sink)
- Sheds cannot be used as an outside dwelling (external bedroom/rental unit)
- Burning of gas, kerosene, fire, or any flammable materials are NOT permitted in a shed at any time.
- It is the responsibility of the homeowner/renter to ensure that a shed does not attract vermin (rodents) by storing perishable items, collecting waste or trash, or piling construction debris along the outer perimeter of the shed.

F. Storage of Boats, Trailers or Recreational vehicles

No recreational vehicle, boat, junk vehicle, or house trailers of any kind will be permitted in the community. They will be subject to towing at the owner's expense.

Small motorized vehicles (scooters, mopeds etc.) are not permitted to be stored in the front Yard/sidewalk/front stoop. They must be parked in one of the homeowner's spots or stored around the perimeter of the backyard.

G. Exterior Painting

Color changes to exterior of a home do not need to be submitted to the Architectural Control Committee including the front door, shutters, railings and trim as long as they follow the colors of the MPHQA approved colors below. To change the color of any sheds, roofing, decks, and fences must be approved through the MPHQA. Requests for approval to change exterior color must relate to the colors of the houses in the immediate area.

Doors and shutters must match and be a MPHOA approved color.

All approved colors are as follows:

- | | |
|-------------------------|--------------------------|
| - Sly Fox S-H-160 | - Thick Chocolate 750B-7 |
| - Red Stone 700B-5 | - Deep Jungle 470F-7 |
| - Toasted Walnut 720D-6 | - Myth 740F-5 |

Approved trim colors are as follows:

- Almond Paste C13-2 (Olympic by Lowe's but Home Depot can match)
- Belvedere Cream 770C-2

MOST colors are the product of Behr by Home Depot.

Railing colors may be painted Almond Paste, Belvedere Cream, White or Black only.

Metal Railings on front porches and steps leading to the front door shall remain iron railings in the same design as provided by the builder. Colors painted Almond Paste, Belvedere Cream, (to match existing home trim) White or Black only.

Stains for Decks and Fences:

- Un-tinted, clear, wood preservative
- Olympic Maximum semi-transparent cedar natural home stain #716
- Leave the wood natural and untreated.
- Behr "Natural" transparent Premium

G. Fireplaces and Wood Stoves:

All external chimneys and/or flues must have Architectural Control Committee approval. Fire pits will NOT be approved by The Architectural Control Committee.

H. Recreation and Play Equipment

Permanent recreation equipment must be placed in rear yards. Consideration will be given to lot size, equipment size and design, amount of visual screening, etc. Movable play equipment (bicycles, wagons, skateboards, etc) may not be stored in the front of units or on decks. Please store under deck, backyard by fencing or in shed if it must be stored outside. All outdoor cooking equipment must meet County Code and stored on or under the deck in the backyard.

I. Trash Cans

ALL trashcans/recycle bins are now required by the MPHOA to have the house number via stickers, permanent marker, paint/spray paint on any given part of the trashcan/recycle bin. If the homeowner does not put numbers on the trashcan/recycle bin they are subject to have them removed from the curb. You must call an MPHOA board member to receive it back and only after you can provide a way to display your house number.

Trashcans/recycle bins must be stored out of sight. This can be accomplished by storing them in basements or backyards. Trashcans/recycle bins are not permitted on the outside area of your fence unless on the curb for pick up. Trashcans/recycle bins must be removed from the front curb to the backyard. The homeowner/renter has from 9am on pick up day until 9am the day after pick up to remove the trashcan/recycle bin from the curb. Trashcan/recycle bins should be placed out for pick-up no earlier than 6pm the night before scheduled pick-up days. If you do not remove from the curb between those hours you will be subject to a violation. If 3 violations are received in a 6 month period for either trashcan or recycle bin they will be subject to legal action. Homeowners are subject to a warning after 2nd violation. If renting, the homeowner will be contacted after 2nd violation.

J. Trash Bags

If homeowner/renter is caught leaving trash bags in the backyard (not in the trashcan), the homeowner/renter is subject to violation. After 3 violations, the homeowner will be subject to legal action. Homeowners are subject to a warning after 2nd violation. If renting, homeowner will be contacted. Trash bags **MUST** be stored in the trashcan at ALL times. If you find a trashcan not full, please feel free in placing your trash there (**must not leak**). This includes the front for pick up. There have been many problems with animals (rats, skunks, bugs, bees, birds etc.) due to trash bags being left out front without a trashcan. All trash must be stored in a trashcan. If your trash has been torn open due to the wind or animals (including birds) the owner is responsible for their clean up! Yard trimmings (grass, branches, mulch etc.) must be in black trash bags but are omitted from having to be in the trash can when put out for pick up. **NO OTHER EXCEPTIONS!**

K. Firewood

Firewood shall be kept neatly stacked and stored in the fenced area of the rear yard and must be stored off of the ground in a firewood rack located in such a manner as to minimize visual impact. Firewood shall not be stored on common areas.

L. Bulk Items Pick Up

1st Wednesday of every Month, bulk items will be picked up if 24 hour notice is provided by calling the office and items are placed in front of the residence prior to 6 a.m. Items not called will not be picked up. **NO EXCEPTIONS!! Violators will be charged a \$300.00 removal fee!**

M. Permanent (Plastic) / Temporary (Paper) Parking Passes

Maple Pointe is a privately owned community. The homeowners own their house and lot. All other property, known as common area, is owned and administered by the Homeowners Assoc. this includes the parking lots. Every home has been assigned two reserved parking places that the owners of the home can use without permits. **Guests of other homeowners should not use these reserved spaces without getting the permission of the homeowner assigned to the space first.** Vehicles that are parked in reserved spaces without the homeowners' permission will be towed. Any vehicle parked in the visitor parking without A Permanent/Temporary Parking pass (TPP) will be towed from the lot. These passes must be placed on the rearview mirror. To replace a broken, lost or stolen (plastic) pass please contact a MPHOA Board Member. Storage of vehicles in visitor spaces is not permitted. Vehicles that do not operate or have expired tags are not permitted anywhere in the community and will be subject to towing.

Permanent /TPP will only be distributed between the hours of 5 pm to 8:30 pm Monday through Friday. **Please call a Board/ACC Member** to arrange a pickup day/time. If a homeowner/renter needs a TPP for the weekend they must contact an MPHOA board member before 8:30 pm on Friday. No Exceptions! Please advise visitors to park on Maplewood or Old Centreville Rd. if there is an emergency to avoid towing of their vehicle in the community.

According to the Maple Pointe Homeowners Association Visitor Parking Policy Rules and Regulations Effective July 26, 2004, short term passes will be available upon request from Homeowners Assoc. Requests for short-term visitor passes will need to be made 48 hours in advance. These requests will be dated and only good for the time shown on the pass. Vehicles parking in the visitor space using an expired pass will be towed. Each home will only be allowed two requests for short-term visitor passess in each 30 day period. Each request will not be written for greater than 7 days. To obtain a short-term parking pass you will need to contact a Board Member.

N. Real Estate Sale/Rental Signs

Real Estate signs must meet County regulations with respect to size and content and must be removed within three (3) days following signature of a contract for sale or rental. "Sold" signs are not permitted. Signs may only be placed in the front yard of the property available.

O. Exterior Decorative Objects

Approval will be required for all natural and manmade exterior decorative objects introduced. Exterior decorative objects include, but are not limited to, such representative items as bird baths, bird feeders, wagon wheels, sculptures, fountains, pools, stumps, driftwood piles, free standing poles of all types, and items attached. All birdfeeders and birdbaths shall be cleaned and maintained.

P. Attic Ventilators/Air-Conditioning Units

Attic ventilators may only be installed in the rear of the building and must match the siding or trim on the house if mounted on a gable end or may require paint to match the roof if placed on the roof.

Window air conditioning units are not permitted at any time. Please service your HVAC units regularly to prevent problems.

Q. Clotheslines

Clotheslines must be de-mountable and taken down when not in use, and while in use, must meet the same location and screening criteria as those for play equipment. Clothes drying are restricted to the rear yard areas. Laundry may NOT be hung from Decks or any outside stairway railings.

R. Miscellaneous

- 1) Exterior lights shall not be directed in such a manner as to create an annoyance to the neighbors or motorists. They must conform to the MP homes.

- 2) No exterior antennas of any type, other than cable satellite dishes, will be permitted.
- 3) Front door trellises will not be approved by the Architectural Control Committee.
- 4) Screens must be present in every window at all times. Screens in need of repair/replacement will be subject to a violation.
- 5) Railings must be up to safety regulations and may not be rusted, rotted or missing paint. These repairs are not subject for approval. If the homeowner wants to change the look of the railing they must submit an application for approval by the MPHOA.
- 6) Doghouses must be in compliance with the County and the MPHOA. Keep them safely in the backyard and must conform to the MPHOA color guideline.
- 7) Any mold/dirt to the exterior of the home (including front porch & stairs) needs to be removed by the homeowner.

S. Yard Sales

Residents are permitted to have yard sale under the following rules:

Yard sales will be allowed through a permit (with 48 hours' notice). The permit is good for one day only (Sat or Sun) and from 8 am to 3 pm. The sale must be held outside of the complex only (For example: on Maplewood Dr. or Old Centreville Rd). No sales will be allowed inside of the complex. You must have the permit on you during the sale. All trash and leftover sale items, signs, and any other items must be picked up at the end of the sale. Anyone who does not pick up their trash will be fined and no other permits will be issued.

The permits will be issued in the same manner as parking passes. There will be a limit of two permits per household per year.

T. Refuse

No burning of any trash and no accumulation or storage of litter, lumber, scrap metals, Refuse, bulk, materials, waste, new or used building materials or trash of any kind shall be permitted on any Lot. All grass, leaves and flower bushes must be bagged or put in the trash can and placed on the curb. Bushes or limbs must be tied into 3-4 foot lengths. Brush with thorns must be neatly tied up or cut up and placed in the can. Trash and garbage containers shall not be permitted to remain in public view except on days of trash collection. No incinerator shall be kept or maintained upon any Lot. Garbage, trash and other refuse shall be placed in covered containers, or plastic bags as designated by the Board of Directors. The Board reserves the right to remove such containers left in violation of this provision.

U. Architectural Information

It must be noted that the Architectural Control Committee is a committee designed to satisfy the needs of the neighborhood. If a homeowner modifies his property in a manner in which detracts from the attractiveness or value of surrounding units, the neighbors are encouraged to write to the Architectural Control Committee for immediate review and possible action. In addition, if a modification is rejected by the Architectural Control Committee due to the impact on neighboring properties and the neighbors collectively approve the change, please write to the Architectural Control Committee expressing your approval. In a neighborhood as large as ours, communication is essential. These guidelines are subject to periodic review by the Architectural Control Committee and Board of directors. Owners will be advised in writing of changes.

Ways to obtain an Exterior Modification and/or Shed Application Forms

- 1) Send a request for applications & mail application for Exterior/Shed Modifications to:

Maple Pointe Homeowners Association

P.O. Box 955

Manassas, VA 20113

- 2) Print from our WEBSITE:

<http://www.mphoa.hoaspace.com>

- 3) You may use/copy the attached forms following this page.

III. ARCHITECTURAL REVIEW APPLICATION

Applications, drawing, plats, pictures, etc. must be submitted in duplicate. Upon the Architectural Control Committee action, one copy of all materials submitted will be returned to the applicant.

Drawings must be to scale.

Provide all dimensions, including height, roof slope, etc. on new construction.

Certified plats will be required for new construction, including additions to a present structure, new structures on the lot, fences, etc. Area of proposed construction must be indicated on the plat. Plats are not required for paint changes, storm windows or other such modifications.

Provide a list of all materials to be used in the proposed construction.

Present colors and any proposed colors must be indicated. Applications of colors to be used, which are not the original color must be accompanied by actual color samples, not photos of colors.

Photographs of existing conditions are helpful to the Architectural Control Committee for determining approval of exterior modifications.

Changes in grade or other conditions that will affect drainage must be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.

The concurrence of the adjoining lot owner may be sought by the Architectural Control Committee, under certain circumstances.

Maple Pointe Homeowners Association

Exterior Modifications Application

P.O. Box 955
Manassas, Virginia 20113
<http://www.mphoa.hoaspace.com>

Name: _____

Date: _____

Address: _____

House Model: Townhouse

Phone# _____ Home: _____ Work: _____

Description of Proposed Improvement: _____

Estimating Starting Date: _____

Estimating Completion Date: _____

I agree to comply with the Declaration of Covenants, Conditions and Restrictions, and local building codes in making the above improvement. Permission is hereby granted for members of the Architectural Control Committee and appropriate Maple Pointe Homeowners Association agents to enter my property to make a reasonable inspection of the requested improvement location.

Owner's Signature: _____

Signature of adjacent property owner: _____

Name: _____ Lot: _____

Address: _____

.....

Date Received: _____

Received by: _____

ACC Remarks/Actions: _____

Maple Pointe Homeowners Association

Shed Application

P.O. Box 955
Manassas, Virginia 20113
<http://www.mphoa.hoaspace.com>

Lot#
Homeowner:
Address:
Phone#:
Email:
Proposed Shed Height:
Proposed Shed Color:
Construction Material:
Proposed Shed Installation Date:

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants, and standards. I also certify the improvement will be completed in accordance with the approved application. Any deviation from this approved submission may have to be removed or corrected at my own expense. I understand that construction is not to begin until approval has been received from the Maple Pointe Architecture Committee. The Maple Pointe Architecture Committee has permission to enter the property to verify shed conforms to this application.

Homeowner Name	Signature	Date
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Architecture Committee Chair or Designee Signature	Date
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FOR OFFICE USE ONLY

Approved as Submitted
 Conditionally Approved (See Attached)
 Disapproved (See Attached)

Homeowner Signature (if accepting changes of the ACC)	Date
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Note: Application Approvals are valid for 90 days.

Submit Applications and Documentation to:

**Maple Pointe Homeowners Association-
P.O. Box 955
Manassas, Virginia 20113**