

Architectural Modification Form

Addition or Modification
Request for Structural\Landscaping

Please submit to:
Springfield Manor Homeowners Association
c/o CVI
6300 Woodside Court, Suite 10, Columbia, MD 21046
plineback@cviinc.com F) 301-596-2602 P) 301-596-2600

Date _____

Name: _____ Email Address: _____

Street Address: _____

Phone # Home: _____ Cell: _____ Work: _____

Description/Diagram of Modification Required: You must include a description and a diagram (sketch) of modification. Please attach a separate sheet.

Date of expected Completion: _____

Contractor: _____

I (we) acknowledge and agree that I (we) will be solely liable for any claims, including and without limitation, for property damage or personal injury, which may result from the requested addition or modification. I (we) hereby indemnify the homeowners associations from, and against, any and all such claims. I (we) understand and acknowledge that I (we) am (are) responsible for complying with all applicable building codes and ordinances, and for obtaining all necessary permits and inspections for the requested addition or modification and further, that I (we) am (are) responsible for all maintenance, repair and upkeep of said addition or modification.

Per the Declaration, please allow twenty-five (25) days for review and decision.

(Signature of Owner)

(Signature of Co-Owner)

ACTION BY THE ARCHITECTURAL COMMITTEE

(Date Received)

() Approved as requested.

() Approved subject to the following conditions/modifications:

() Disapproved for the following reasons: _____

Notification to Unit Owner(s) on _____
(Date)

(Signature)

BOARD SIGNATURE _____

Notification by homeowner in writing that work is completed. _____

Inspection by Architectural Committee. _____