

ASHLEY HILLS HOMEOWNERS ASSOCIATION ARCHITECTURAL CHANGE REQUEST

*(*Per the HOA docs, a decision may take up to sixty (60) days. Please plan your project start/end date accordingly.*)*

Name: _____ Property Address: _____

Owner's Home Address (if different): _____

City, State, Zip (if other than Myersville): _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

DESCRIPTION OF PROPOSED EXTERIOR CHANGE OR ALTERATION: Please outline in detail below all proposed improvements, alterations, or changes to your lot or home. Include color(s), sizes, specifications, materials, location and any other pertinent information needed by the Committee in order to make a decision. Attach required details by sketches, drawings, clippings, pictures, catalog illustrations, and other data. Show location of item on your property on a copy of the survey. You will be notified in writing of the decision of the Committee. By approving this request, the Association is not assuming any responsibility for the safety, construction, operation, maintenance, accident, injury or claim that may rise from the change in the property. **NOTE: Any attached drawings, plans, etc. that are larger than this form should be submitted in duplicate.**

Estimated Beginning Date: _____ Projected Completion Date: _____

I understand that approval does not relieve me of the responsibility for obtaining any and all necessary Building Permits, Variances, and/or observing all local zoning ordinances. If approved by the Association, I agree to make changes under the terms and conditions as specified in the approval. All improvements must be on my property or property lines. If any portion of the Association's property is disturbed or damaged by either myself or my contractor, I agree to be responsible for and to restore the common elements to their original condition(s).

Name (please PRINT): _____ Date: _____

Signature of Applicant: _____

PLEASE SUBMIT TO: Mozelle Lopez, Property/Community Manager, SUNSHINE MANAGEMENT CORP., 178 Thomas Johnson Dr., Suite 201, Frederick, MD 21702. Email: mozelleL@sunshinemanagement.net, Fax: 301-663-0070.