

ARCHITECTURAL REVIEW COMMITTEE (ARC)
EXTERIOR ALTERATION REQUEST
WEXFORD HOMEOWNERS ASSOCIATION

For Completion by Homeowner:

Name _____ Phone _____

Email: _____

Address _____

Estimated Start Date _____ *You must submit request at least 60 days prior to start date.*

Note: The Committee has 60 days to approve or deny any exterior alteration request. No alteration may be made until written approval is received or 60 days has passed from the date the request is received by the ARC.

Estimated Completion Date _____ *You must complete alteration within 6 months of start date.*

DESCRIPTION OF REQUESTED ALTERATION

In the space below OR on an attached sheet, describe or show by photo, picture or diagram the requested alteration. If applicable, provide a copy of the original house location survey (plat) with the proposed alteration and dimensions on it.

RESPONSIBILITY OF HOMEOWNER

Compliance with County codes, ordinances, regulations, Park and Planning, laws and/or judicial rulings, as well as securement of required permits and inspections, are the responsibility of the homeowner and not the Wexford HOA. Approval by the ARC does not supersede the requirements of Governmental Agencies.

Signature of Homeowner _____ Date _____

MAIL applications to Wexford Homeowners Association, C/O Abaris Realty, 7811 Montrose Road, Suite 110, Potomac Md 20854 or **FAX** to 301-468-0983 or **EMAIL** to aproctor@abarisrealty.com.

For Completion by Architectural Review Committee:

Date approved _____

Stipulations (if any) _____

Date Disapproved _____

Reason _____

Signature of Committee Member _____ Date _____

RIGHT TO APPEAL: Any homeowner who is not satisfied with the decision of the ARC may appeal the action to the Board of Directors by sending the appeal to the address noted above.