

**AVENEL COMMUNITY ASSOCIATION  
MODIFICATION APPLICATION**

THE MODIFICATIONS COMMITTEE MEETS MONTHLY ON THE SECOND MONDAY OF THE MONTH. PLEASE BE SURE TO SUBMIT YOUR APPLICATION TO THE ACA OFFICE BY NOON ON THE FIRST **MONDAY OF THE MONTH**.

**INSTRUCTIONS:**

Please provide detailed information on all proposed modifications, alterations, and improvements on your lot. Be sure to include color, material, design, dimensions, layout, landscaping, and any other details, which might clarify your proposal for the Modifications Committee. Then attach any detailed sketches, architectural plans, and a specification sheet and, where applicable, the application fee. A written response to your application will be provided through regular mail within sixty (60) days after the full and complete application package has been received. The application will not be considered complete if the Modifications Committee has issued notification that additional information is required. The application will not be considered complete triggering this sixty (60) day period until such requested additional information has been submitted.

Terms used herein shall have the same meaning as that contained in the Architectural Guidelines or if not defined therein as contained in the Covenants and Declaration.

The completed application, along with supporting documentation, should be sent to the Modifications Committee. Submissions may be in the form of a **PDF** or on **paper** and addressed to the Avenel Community Association, 9501 Beman Woods Way, Potomac MD 20854, faxed to 301-299-7169 or emailed to karen@liveatavenel.com. Dependent on the size of the drawings, the Association may require at least one full set of to scale architectural/drawings on paper. More copies may be required at the discretion of the Association. Aside from architectural plans/drawings, submissions should not exceed 11"x17" in size.

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE#: \_\_\_\_\_ LOT# \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

**PROPOSED CHANGES:**

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ESTIMATED STARTING DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

- Approvals granted by the Modifications Committee are done so on a case by case basis. The Committee's goal is to preserve Avenel's traditional quality by maintaining the continuity within each village and the community wide high aesthetic standards that are unique to ACA. Applications are reviewed to be in compliance with the Governing Documents and the Architectural Guidelines. The Modifications Committee members and ACA staff, and their consultants, if any, have the right to enter upon applicant's property in review of this application. All communication regarding this application should be directed to the ACA office staff.
- Approvals in no way indicate that the Modifications Committee has made engineering reviews or conducted physical surveys relative to the proposed change. Although the Modifications

Committee may engage the services of consultants to provide assistance in the review process, such consultation relates solely to review for compliance with the Guidelines and the Governing Documents and is not intended to be a review of codes or structural analysis. The applicant retains all responsibilities associated with such compliance.

- The undersigned applicant hereby acknowledges sole responsibility to ensure that the proposed changes do not adversely impact drainage or other environmental and topographic conditions, that any and all changes shall be located on applicant's lot, that all permits required are obtained, and that the changes are in compliance with the laws of both Montgomery County and the State of Maryland and any other applicable laws. By submitting this application, applicant understands and acknowledges that there may be various zoning, building and safety code requirements that may be applicable to the proposed modification and that the applicant, and not the ACA and its consultants, shall remain responsible for compliance with the same.
- Applicant further understands and acknowledges that ACA's approval in no way indicates compliance with any applicable codes and that such approval assumes that the applicant will comply with any applicable codes. In addition, the undersigned applicant hereby indemnifies and holds harmless the Modifications Committee and the ACA and its consultants (the "Indemnities") from any and all claims, losses, expenses, (including attorney's fees) or damage incurred by the Indemnities arising from or as a result of the approval of the Modifications Committee or the construction of any approved modifications, alterations, or improvements.
- It will be the homeowner's responsibility to obtain the applicable building permits from Montgomery County, as well contacting Miss Utility (1-800-257-7777) prior to any digging. All side and rear yard lot lines as well as any other building restriction lines and conservation easements must be strictly adhered to.
- The Committee reserves the future option to require landscaping for screening purposes.
- The applicant acknowledges that construction must commence within six (6) months of approval and be completed within one year from commencement that all modifications shall comply with the Governing Documents and these Architectural Guidelines and any approval conditions and that Modifications that have not commenced within six (6) months from the date of approval are considered null and void and owners must reapply for approval of the modification.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_ LOG # \_\_\_\_\_

*\*Fees are payable by check made out to the "ACA". All fees collected are held in non-interest bearing accounts*