

FOX VALE HOMEOWNERS ASSOCIATION, INC (FVHOA)

Part 1: Notice of Request

To: Fox Vale Architectural Control Committee (FV ACC)

From: Name _____ Lot # _____

Date Submitted: _____

Address: _____

Telephone: _____ (h) _____ w) _____ (c)

Reason for request (Check one & provide a brief description):

Approval to Construct / Install / Change

OTHER

Part 2. Checklist to expedite approval and inform neighborhood.

The following are required for approval within minimum time. Have you:

___ Familiarized yourself with the FV ACC Guidelines applicable to this request?

___ Included description, plans, & specifications appropriate to this request?

___ Delivered a copy of this request form to FVHOA neighbors whose property lies within 50 feet of the boundaries of your lot?

Please list below names of neighbors notified: 1. _____

2. _____

3. _____

Part 3. Request Submission

Please submit 3 copies of this request to any FV ACC member in person or send to FVHOA P.O. Box 502, Oakton, VA 22124

Signature of homeowner applicant:

FOX VALE HOMEOWNERS ASSOCIATION, INC. (FVHOA)

Part 2: Notice of Approval/Disapproval

To: Homeowner Applicant:

_____ Date: _____

From: FVHOA Architectural Control Committee

The official date of receipt of your application is: _____

The FV ACC (or the Board of Directors) has reviewed the above application as provided for in the Covenants and Guidelines of the FVHOA and on (date) voted:

- _____ Preliminary approval as submitted
- _____ Preliminary contingent approval, subject to the changes or restrictions noted on the attached sheet.
- _____ Disapproval for reasons noted on the attached sheet.

If preliminary approval or preliminary contingent approval is checked above, final approval is automatically effective on (date) _____ (which is 21 days from the official date of receipt) unless overturned on appeal to the Board of Directors before then. Any homeowner has the right to appeal as provided for in the Guidelines. If disapproval is checked, you may take any of the actions provided in the Guidelines, included appeal.

Thank you for following this application process which is designed to facilitate the review of your request.

Respectfully,

for the FVHOA Architectural Control Committee

FOX VALE HOMEOWNERS ASSOCIATION, INC. (FVHOA)

Part 3: Notice of Reasons for Contingent Approval or Disapproval

To: Homeowner Applicant:

_____ Date: _____

From: FVHOA Architectural Control Committee

Contingent Approval:

The contingent approval checked in Part 2 has voted by the FV ACC subject to the following changes or restrictions to your plans as submitted. Should these changes or restrictions not be incorporated, approval is not given.

Disapproval:

The FV ACC, for the reasons noted below, has voted the disapproval checked in Part 2: Plans, specifications, or information are insufficient for determining if the application is in accordance with the FVHOA Covenants and Guidelines. (Please consult with the ACC to provide what is needed).

The request does not meet the Covenants or Guidelines as noted below:
