



Drumaldry Homes Association  
Architecture Committee

**Architectural Alteration Request Form (AARF)**

Approved by the DHA Board of Directors: January 26, 2022

Please return to: Current Architecture Committee (AC) Chair (see DHA website)

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The DHA Board of Directors, based on its governing documents, has adopted Architecture Standards and Procedures which establish a review and approval process for homeowners who propose to make changes to the exterior of their homes. This applies whether or not these changes can be seen from the street or other public area. This encompasses all major additions or new construction which require permitting from the county as well as changes in paint or stain colors, lighting, or other elements which are not on the Pre-Approved Building Materials and Architectural Elements List and Pre-Approved Paint Colors, Lights, Gates and Bricks List (the "Pre-Approved Elements Lists"). It is important that homeowners thoroughly review the Standards and Procedures document and the Pre-Approved Elements Lists at the time they consider any alterations. These documents can be found on the DHA website or upon request to the Architecture Committee ("AC") chair or management company.

If a homeowner proposes to make changes which are not on the Pre-Approved Elements Lists, they are required to submit a written request with documentation to the AC for approval. To do so, the homeowner must complete this Architecture Alteration Request Form ("AARF") and submit it to the AC at least 5 days prior to the next regularly scheduled AC meeting. Notice of AC meetings are emailed to residents at least 72 hours before each meeting. The homeowner will receive a notice acknowledging receipt of the form. If this is not received, then the homeowner should contact the AC Chair.

It is important to note that the AC's review process takes into consideration both the architectural harmony of the community and the location of any alterations on the property. It does not include the suitability, applicable building code compliance, technical performance, or structural integrity of the project or proposed change.

In evaluating an AARF, the AC may need to enter exterior areas of the homeowner's lot not seen from the street, sidewalk, or other public area. Before doing so, the AC must obtain the homeowner's consent. A homeowner's refusal to provide consent, could affect AC consideration of the AARF.

**For exterior alterations that do NOT require a Building Permit, please attach the following:**

- A description of your project.
- Estimated date when the project will be completed.
- A drawing which illustrates the alteration to the exterior of your home.
- Any samples, paint chips or brochures illustrating your request. Please make this as complete as possible. If the AC requires additional information it may delay the approval process.
- An assessment of potential impact on neighboring properties or public spaces during construction/implementation (if applicable).



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**For exterior alterations which require a Building Permit please provide the following:**

- A description of your project.
- Architectural drawings, diagrams or plats showing the nature, kind, shape, height, color, materials, and location of the proposed alteration.
- A list of all building materials.
- Information regarding any unusual or extenuating circumstances which could affect approval of your project.
- Estimated date when the project will be completed.
- An assessment of potential impact on neighboring properties or public spaces during construction/implementation (if applicable).

**Notification Requirement (for BOTH types of requests above):**

Documentation of notification (not approval) of all neighbors whose property abuts yours as well as those in the immediate vicinity who may be impacted by the proposed changes (such as those whose property has sight lines to the proposed changes). Each of these neighbors must be notified of your plans. The Board requires that you discuss the proposed changes with these neighbors prior to submitting this request to the AC. As documentation of notification of this request, please provide the following details and have neighbors sign below

**I have been notified of the proposed change included in this AARF. My signature below does not constitute my approval of these changes.**

<u>Neighbor Name</u>	<u>Address</u>	<u>Date</u>	<u>Signature</u>



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Neighbors who have concerns or objections about this proposal should contact the AC chair immediately. They may also wish to attend the meeting at which this application is to be considered.

**Review and Approval Process**

The AC shall review and approve or disapprove, within 30 days of its receipt of an application, any request for a change which is not specifically permitted on the Pre-Approved Elements lists. In the event that the AC cannot reach a decision, it shall refer the matter to the Drumaldry Board. In such a case the Board shall have an additional 30 days to reach its decision. Should the application be denied by either the AC or the Board the applicant may revise the application and submit it for reconsideration. The applicant may also appeal such a denial to the Board which shall have 30 days to reach a decision on the appeal. Any such appeal must be lodged in writing with the Board president within 30 days of the decision which is being appealed. Upon appeal, the Board may enter into negotiations with the homeowner with the intent of reaching a mutually acceptable compromise on a case-by-case basis. All decisions made by the AC or the Board shall be communicated to the applicant within 7 days of the decision being reached. The published agendas for upcoming AC meetings shall include the address of any property for which an AARF has been submitted and will be reviewed at the meeting.

The DHA approval process is in addition to any county permit and approval processes and may be, in some instances, stricter than county requirements. Obtaining a permit and proper inspections does not fulfill the requirement for DHA review.

**Please use this space to describe your project (attach any additional documentation):**

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Please complete the following:

Name	<u>AC Use</u>
Address	Date Received
Phone	Date of Next AC Meeting
Email	Date of Next Board Meeting
Date Submitted	Received By
	Notice Date
Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>
Reason:	



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**AC Notes :**