

**BROOKE MANOR ESTATES HOMEOWNERS ASSOCIATION  
DESIGN REVIEW APPLICATION**

To: Architectural Review Committee  
 Brooke Manor Homeowners Association  
 c/o The Management Group Associates (TMGA)  
 One Bank Street, Suite 250  
 Gaithersburg, Maryland 20878

From: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Address: \_\_\_\_\_ Home phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Work phone: \_\_\_\_\_

Directions:

The Declaration of Covenants requires that you submit to the Architectural Review Committee for approval all proposed exterior additions, changes or alterations to your house and lot. In order to be considered by the Architectural Review Committee your application must include detailed information describing the proposed change (typically, plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials; and a copy of the survey with the location marked). Make sure your application is complete. An application submitted without all required submissions will be considered incomplete. In such case, the Architectural Review Committee's review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from The Management Group Associates prior to submission of an application.

Description of Proposed Change: (Please print or type)

Describe all proposed improvements, alterations, or changes to your lot or home. Please provide required details by attaching sketches, drawings, clippings, pictures, catalog illustrations, and a copy of your house location survey (recorded plat) with the location of the modification marked, etc. to fully describe the proposed change.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Purpose of Improvement: \_\_\_\_\_

ESTIMATED STARTING DATE OF CONSTRUCTION: \_\_\_\_\_  
 (After approval by the Architectural Review Committee)

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

Neighbors' Acknowledgments:

You are requested to obtain the signatures of all lot owners whose lots are adjacent to your lot. Signature by your neighbors indicates an awareness of your proposed change and does not constitute approval or disapproval on their part.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Lot/Block: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Lot/Block: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Lot/Block: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Lot/Block: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Owners' Acknowledgments:

I/we understand and agree:

1. \_\_\_\_\_ that approval by the Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. \_\_\_\_\_ that approval by the Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
3. \_\_\_\_\_ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Committee to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. \_\_\_\_\_ that no work on the proposed change shall begin until written approval of the Committee has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. \_\_\_\_\_ that there shall be no deviations from the plans, specifications, and location approved by the Committee without prior written consent of the Committee; any variation from the original application must be resubmitted for approval.
6. \_\_\_\_\_ that I authorize members of the Committee or managing agent to enter upon my Property to make one or more routine inspection(s).
7. \_\_\_\_\_ that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date, otherwise the approval by the Committee shall be deemed conclusively to have lapsed and to have been withdrawn.
8. \_\_\_\_\_ that it is my responsibility and obligation to obtain all required building permits, to contact Miss Utility, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. \_\_\_\_\_ that I am responsible for any damage and all cost to repair greenspace or community property that results from the proposed modification.

Owner/Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Co-Owner/Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Required Attachments: Descriptive information (typically plans and specifications, including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, materials, and a copy of the survey with the location marked) .

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**FOR ARC USE ONLY**

Date received by ARC: \_\_\_\_\_

Pursuant to the Brooke Manor Estates Homeowners Association Declaration, the undersigned representative of the ARC is granted the authority to approve or disapprove the plans and specifications for the architectural change herein submitted.

\_\_\_\_\_ **Approved** – Plans and Specifications submitted in this application meet the requirements of all current by-laws, documents, Declaration, and rules and regulations of the Brooke Manor Estate Homeowners Association.

Comments: \_\_\_\_\_

\_\_\_\_\_ **Disapproved** – Plans and Specifications submitted in this application do not meet the requirements of current by-laws, documents, Declaration, and/or rules and regulations of the Brooke Manor Estates Homeowners Association.

Comments: \_\_\_\_\_

\_\_\_\_\_ **Incomplete** – Further information is required before this application can be approved. Please resubmit this application with the following additional information. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
ARC Chairperson

\_\_\_\_\_  
Date