

BALMORAL GREENS HOMEOWNERS ASSOCIATION  
COVENANTS COMMITTEE (CC)  
EXTERIOR ALTERATIONS APPLICATION

Name: \_\_\_\_\_ Section: \_\_\_\_\_ Lot: \_\_\_\_\_

Address: \_\_\_\_\_ Phone (H): \_\_\_\_\_

Start/Completion Dates: \_\_\_\_\_ Phone (W): \_\_\_\_\_

Email: \_\_\_\_\_

Application for: \_\_\_\_\_

Please provide a complete, detailed description of the proposed change, including sketches, drawings, written description and location drawn on a copy of the site plan (plat) for the property. Refer to the Design Guidelines for the information that is to be supplied.

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Signatures of adjacent property owners, plus other property owners who have a view of the change. **FOUR signatures ARE REQUIRED.** If an adjacent lot is unoccupied, select another closest neighbor. **SIGNATURES INDICATE AWARENESS, NOT APPROVAL OR DISAPPROVAL OF THE PROPOSED CHANGE.**

1. Name: _____ Lot: _____	2. Name: _____ Lot: _____
Signature: _____	Signature: _____
Address: _____	Address: _____
Comments: _____	Comments: _____

3. Name: _____ Lot: _____	4. Name: _____ Lot: _____
Signature: _____	Signature: _____
Address: _____	Address: _____
Comments: _____	Comments: _____

(I acknowledge having read the stipulations listed on the back of this form.)

Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**CC ACTION:**

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ More Information/Justification Needed: \_\_\_\_\_

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

Comments or Stipulations: \_\_\_\_\_

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If you disagree with the decision, [the Balmoral Greens Homeowners' Association Board of Directors provides an appeals procedure](#). A WRITTEN REQUEST for an appeal MUST BE MADE within 10 DAYS of RECEIPT of the CC's DECISION.

## STIPULATIONS

1. I understand that compliance with Balmoral Greens Design Guidelines and approval by the Covenants Committee (CC) do not necessarily constitute compliance with the provisions of building and zoning codes of Fairfax County. (The building ordinance of the Fairfax County Building Department requires that you file plans with the Building Inspector at his office in the Fairfax County Government Complex. Call 703-222-0801 for construction requiring a building permits). Further, NOTHING HEREIN CONTAINED SHALL BE CONSTRUED AS A WAIVER or MODIFICATION of ANY COUNTY RESTRICTION.
2. I UNDERSTAND and AGREE that NO CONSTRUCTION or EXTERIOR ALTERATION SHALL COMMENCE UNTIL WRITTEN APPROVAL of the Covenants Committee has been received by me, and that if alterations are made, I may be required to return the property to its former condition AT MY OWN EXPENSE if the application is disapproved wholly or in part, and that I MAY BE REQUIRED TO PAY ALL LEGAL EXPENSES INCURRED.
3. I understand that members of the Covenants Committee are permitted to enter upon my property at ANY REASONABLE time for the purpose of inspecting the proposed project, the project in progress, and the completed project, and that such entry DOES NOT CONSTITUTE A TRESPASS.
4. I understand that any approval is contingent upon construction or alterations being completed in a workman-like manner.
5. Covenants Committee decision is required on all applications within 45 working days of receipt by Covenants Committee of a COMPLETE application.
6. I understand that the alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within 60 days of the approval date of this application and has not been completed within 180 days of the approval date of the Covenants Committee.

Please mail or fax your application to:

Balmoral Greens Homeowners Association  
National Realty Partners  
365 Herndon Parkway, Suite 106  
Herndon, VA 20170

Fax: 703- 689-0949

If you have any questions or concerns about this application, contact the Homeowners Association office at [KCaraway@NRPartnersLLC.com](mailto:KCaraway@NRPartnersLLC.com).