

**THE BROWNSTONES AT PARK POTOMAC HOMEOWNERS' ASSOCIATION  
WINDOW MODIFICATION AND MAINTENANCE APPLICATION**

Return completed application to: Brownstones at Park Potomac Architectural Review Board via  
1) Abaris Realty, Inc. 7811 Montrose Road, Ste110, Potomac, MD 20854. Phn: 301-468-8919  
2) Fax: 301-468-0983  
3) Email: sambush@abarisrealty.com

Name: \_\_\_\_\_ Phone (W): \_\_\_\_\_  
E mail: \_\_\_\_\_ Phone (H): \_\_\_\_\_

Property Address: \_\_\_\_\_

Directions:

The Governing Documents of the Association require that you submit to the Architectural Review Committee for approval, all proposed exterior additions, changes or alterations to your house and lot.

Please refer to your Brownstones at Park Potomac Residential Design Guidelines for Homeowner Modifications/Maintenance for instructions on General Considerations, Specific Guidelines and Submission Requirements.

Pursuant to Article III, Section 4(c) of the Declaration, the Architectural Review Committee has 60 days within which to approve, modify or disapprove a correctly filed application. The Architectural Review Committee will use its best efforts to respond to complete applications within 14 to 30 days, but how quickly it responds to an application is dependent upon a number of factors, including the complexity of the proposed modification and the availability of committee members. An application submitted without all required submissions will be considered incomplete. In such a 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 prior to submission of an application. Please contact Susanna Paschal at (301) 468-8919 if you have any questions regarding your application.

**Please refer to the pre-approved window matrix before you begin your application.**

**A) Description of Proposed Change - Pre-Approved Window Matrix:** (Please print or type)

Description of windows to be changed: Please be specific as to elevation front, back, or side, as well as type of window, if applicable, e.g., arches or transoms.

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MAKE AND MODEL OF PROPOSED REPLACEMENT WINDOWS: \_\_\_\_\_

REPLACEMENT TYPE: FULL:  INSERT:

MANUFACTURER'S COLOR NAME: \_\_\_\_\_

**If you are applying for windows that are not pre-approved, please refer to the rules for exterior modifications below:**

Review by Architect. The ARB shall require that the applicant provide complete plans and specifications showing the shape, height, width, profile and color, a sample of the proposed window and such other information specified by the ARB. The applicant's package and sample window shall be provided to the Association's Architect as specified by the Board of Directors for review as to harmony of external design and color in relation to the surrounding structures and conformity with the design concept for the community and with the Park Potomac Architectural Guidelines. The ARB shall request that the Architect submit his recommendation in writing to the ARB and the Board of Directors.

**Applicants who wish to submit windows that are not pre-approved shall pay the Brownstones at Park Potomac Homeowners Association a fee of \$750 at the time the application is submitted to the ARB, per the associations architect review fee.**

**B) Description of Proposed Change – Not from Pre-Approved Matrix** (Please print or type)

Description of windows to be changed: Please be specific as to elevation front, back, or side, as well as type of window, if applicable, e.g., arches or transoms.

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MAKE AND MODEL OF PROPOSED REPLACEMENT WINDOWS: \_\_\_\_\_

REPLACEMENT TYPE: FULL:  INSERT:

MANUFACTURER'S COLOR NAME: \_\_\_\_\_

**\* If the proposed window is not one that has previously been approved by the ARB, the applicant must supply a sample window and color sample with the application.**

\* For replacement windows with muntins, they must be on the window's exterior and match the color of the window frame. Interior muntins are not allowed.

ARE YOU APPLYING A TRIM COIL TO COVER THE EXTERIOR WOOD TRIM? (All Applicants)

YES: \_\_\_\_\_ NO: \_\_\_\_\_

IF YES, MANUFACTURER AND COLOR: \_\_\_\_\_

\* A SAMPLE OF TRIM COIL IS REQUIRED

DO YOU HAVE DIVIDED LIGHT WINDOWS (i.e., windows with muntins)? (All Applicants)

YES: \_\_\_\_\_ NO: \_\_\_\_\_

IF YES, I/We hereby acknowledge that we will replace windows with the same style divide light replacement windows and are providing a material sample of the muntin with this application.

\_\_\_\_\_ / \_\_\_\_\_ (initials)

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

(After approval by the Architectural Review Committee)

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

COMPANY OR CONTRACTOR DOING THE WORK:

NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

Owners' Acknowledgement:

\_\_\_\_\_(Initial here) I understand and agree that there are there are specific approved colors and manufacturers for products that are approved by the Architectural Review Board. I will have my contractor use the specific approved products. I understand that any work using colors/products other than what is approved will have to be redone.

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 of the proposed modification/maintenance.**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

Owners' Acknowledgments: I/we understand and agree to all of the items below:

1. That approval by the Architectural Review 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 Architectural Review 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 Architectural Review 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 Architectural Review 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 Architectural Review Committee without prior written consent of the Architectural Review Committee; any variation from the original application must be resubmitted for approval.
6. That it is my responsibility to provide information to the company or contractor doing the work regarding specific colors and products that are approved by the Architectural Review Committee. Any cost of having to redo the work, if not done with proper colors or products will be my responsibility to negotiate with the company/contractor doing the work.
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 Architectural Review 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 any damage to the Community Property or other Lots that results from the proposed modification, and I shall indemnify the Association for any claims related thereto.
10. **That I must send Abaris photographs of the finished product within 14 days of the completion of the project.**

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

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

