

**WILDWOOD CONDOMINIUM UNIT OWNERS ASSOCIATION
ARCHITECTURAL IMPROVEMENT REQUEST FORM**

In accordance with the Association's documents and the Rules and Regulations (R&R), I/we are applying for written approval to make the following change(s) to my/our unit:

Landscape Modification- Attach a detailed Landscape plan. Attach a listing of the shrubs or flowers you are requesting to plant.

Windows- attach a list of all materials to be used, all replacement windows must match approved windows.

Storm/Entry Door- Attach picture of door to be used.

Exterior Light fixture- Light must be selected from the Association approved lighting list.

Satellite Dish- attach picture and where it is to be placed. All satellite dishes must be removed when no longer in use.

Other: please describe:

Desired Start Date: _____ Expected Completion Date: _____

(Note: Approval is only for what is indicated herein based upon the information and plans presented. All changes MUST be completed within the time frame stated herein or as amended in writing, by the respective parties.)

All requests will be evaluated for conformity with existing architectural and aesthetic conditions. Homeowner shall be solely responsible for any injury to any persons or damage to adjoining property that may result from the approval herein requested. Members of the Board of Directors or the Management Agent may make inspection after the improvements have been completed.

Conditions for Review and Approval

1. All installations must be of professional design, quality and material.
2. All installations must comply with local building codes and ordinances.
3. Owner is required to obtain all building permits required by the City.
4. No work may commence without written approval of the Board of Directors or the Managing Agent.
5. Undersigned is responsible for including all appropriate information with the application. Failure to do so will delay the review until it is provided.
6. Construction work which creates noise may only take place Monday-Saturday 9am-6pm.
7. Owner/Contractor is responsible for daily cleanup of the area.

I agree with all Conditions for Review and Approval. I understand that I am responsible for all maintenance and repair of the requested addition/modification and such responsibility will be passed on to future owners of my property. I request that the Board of Directors review and approve my application.

Forward completed application to Burke Community Management Group at office@burkecmg.com or by fax to 703-330-5254 or via regular mail at 10494 Business Center Court, Manassas, VA 20110.

Name of Owner(s) Printed: _____

Wildwood Unit Address: _____

Mailing Address (if different from unit address): _____

Email: _____

Contact Phone Number: _____

Unit Owner's Signature: _____

For Board Use Only

Date Received: _____

Date Approved: _____ By: _____

Date Denied: _____ By: _____

Reasons for Denial: _____

Written notification sent to Homeowner on : _____