



## **POLICY MEMORANDUM 04-01**

### **Compliance With Millwood Estates Covenants**

It is very important that each homeowner fully understand the restrictive provisions of the Millwood protective covenants. The purpose of this letter is to highlight one covenant (Article VI), which requires prior approval of any modification to your property, which would alter the exterior appearance. Upon issuance of this memorandum, Millwood Estates Homeowners' Association Policy Memorandum 88-01, dated 22 January 1988 is cancelled.

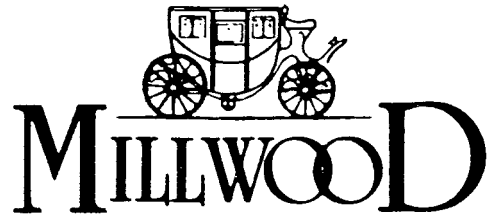
As is stated in these legally binding covenants, such restrictions are designed and enforced for the good of the total community. We are presently in the process of developing newly revised (and clearly understandable) guidelines to assist you in preparing requests for modifications.

Each homeowner should understand that no modification may be made without prior approval of the Architectural Review Committee. This includes (but is not limited to) such things as installation of storm doors or windows, decks, and landscaping, which extends beyond the foundation of the townhouse.

We appreciate your full cooperation on this issue and look forward to working with you to keep Millwood Estates one of the finest townhouse communities in Northern Virginia.

Board of Directors  
Millwood Estates  
Homeowners' Association

Revised and voted on June 18, 2004



## ARCHITECTURAL REVIEW APPLICATION

Applications, drawings, plats, pictures, etc. must be submitted in duplicate. Upon ARC action, one copy of all materials submitted will be returned to the applicant.

Drawings should be to scale.

Provide all dimensions, including height, roof slope, etc. on new construction.

Certified plats will be required for new construction, including additions to a present structure, new structures on the lot, fences, etc. Area of proposed construction must be indicated on the plat. Plats are NOT required for paint changes, storm windows, or other such modifications.

Provide a list of all materials to be used in the proposed construction.

Present colors and any proposed colors MUST be indicated. Applications for colors, which are not the original color, must be accompanied by actual color samples, not photos of colors.

Photographs of existing conditions are helpful to the ARC for determining approval of exterior modifications.

Changes in grade or other conditions that will affect drainage MUST be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.

Concurrence of adjoining lot owners may be sought by the ARC under certain circumstances.



APPLICATION FOR EXTERIOR MODIFICATIONS

All applications, drawings, etc., must be submitted in duplicate. Instructions are on the reverse side. For complete information on the Architectural Review Committee, please refer to the Declaration of Covenants, Conditions and Restrictions.

NAME:

DATE:

ADDRESS

HOUSE MODEL:

PHONE:

WORK:

DESCRIPTION OF PROPOSED IMPROVEMENT:

ESTIMATED STARTING DATE:

ESTIMATED COMPLETION DATE:

I agree to comply with the Declaration of Covenants, Conditions and Restrictions, and local building codes in making the above improvement. Permission is hereby granted for members of the ARC and appropriate Millwood Estates Homeowners Association agents to enter on my property to make reasonable inspection of requested improvement location(s).

\_\_\_\_\_  
Owner's Signature

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DO NOT WRITE BELOW THIS LINE

ARC USE ONLY

DATE RECEIVED:

ARC ACTION:

RECEIVED BY:

ARC REMARKS: