

# Falls Run Villa Condominium Home

## Modification Record Submittal

### Information, Requirements and Documentation to Support Your Request

#### Application Schedule and Assistance

Applications must be submitted to the FRCA General Manager prior to the first Wednesday of the Month. The Modifications Committee (MC) will review applications on the following Wednesday and forward the approved applications to the Villa Board for review at their next scheduled meeting. The Villa Board will forward their reviewed applications to the FRCA General Manager at the Community Center who will notify you promptly thereafter. Residents may attend all meetings.

**The Villa Owner is responsible for providing the Modifications Committee and the Villa Board with any additional information it may request in order to complete its review for approval.**

The FRCA Management Company representative and/or the MC will assist with your application, if necessary.

#### Submission Requirements

Following are listings of the documentation required to support your request for modification. The section and paragraph references accompanying each item refer to the **Falls Run Design Guidelines**, as amended 25 February 2015, available online at Falls Run web site under FRCA Links or in hard copy from the General Manager at the Center. References that apply to Villa Rules and Regulations are as noted. Submission of the complete required documentation will ensure that the Modifications Committee and Villa Board have the information needed to process your request quickly and efficiently.

**Awning.** Paragraph 4.19.3. Provide photo showing location, fully extended awning footprint on a map of the building and unit, a brochure defining canvas/material selection, state retractable or stationery, color and dimensions. It is prohibited to install roof mount awnings or other roof mount shade devices.

**Decks, Screened Porches or Sunrooms.** Paragraph 4.19. for the proposed deck, screened porch, or sunroom, provide blueprint of construction plan showing dimensions, color[s], materials and roofline. Provide a map of the building and unit with the proposed addition marked thereon. Include actual building photo that shows location of modifications.

**Existing Deck Refurbishment, Improvement, Painting, or Re-staining.** Paragraph 4.19. Provide details of the deck, screened porch or sunroom refurbishment or improvement with drawings/sketches. Describe the materials, paint, stain finishes and colors. Include actual building photo that shows location of proposed work.

**Exterior Lighting.** Paragraphs 5.22, 5.23, 5.24 and Villa Regulation 05-2006, Lighting. Provide map of building and unit showing location of lights and a brochure with picture describing the color, style, voltage and wattage.

**Pergola and Trellises.** Paragraph 4.21. Provide a map of the building and unit, photo or drawing of location with photo of home and blueprint/drawing of construction plan, including color and dimensions, and state if cedar or vinyl construction will be painted or installed to match the trim color of the unit. The Pergola and any associated screening (Trellis) panels must be contained within the existing patio area.

**Satellite Dishes and Antennas.** Paragraphs 4.15 and 4.15.1 and Villa Regulation 02-2013, Satellite Dishes. Provide map of building and unit showing location of proposed placement of the dish/antenna.

**Any Other Exterior Modification Not List Above.** Provide details and nature of request.

#### Villa Short Form Applications may only be used for:

1. Storm Doors
2. Deck Boxes
3. Hand Railing for Main Entrance
4. Flag Holder/Mount
5. Air Conditioning Outside Unit

**Falls Run Community Association  
Application for Changes and Improvements  
in Villa Homes**

Submission Date: \_\_\_\_\_ Initial Submission \_\_\_\_\_ Revised Submission \_\_\_\_\_

Date project to begin: \_\_\_\_\_ Date project to end: \_\_\_\_\_

1. Homeowners Name(s): \_\_\_\_\_ / \_\_\_\_\_
2. Falls Run Address \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. Phone Number/email: \_\_\_\_\_
5. Contractor (name/telephone): \_\_\_\_\_ / \_\_\_\_\_

Nature of request:

\_\_\_\_\_

\_\_\_\_\_

Attach additional sheet(s), if necessary. Include photographs, map of the building and unit, and other requested materials.

**Homeowner Responsibilities and Signature(s)**

1. Owners are required to read the applicable parts of the Design Guidelines and are responsible to research and adhere to these guidelines.
2. If any work begins prior to Receipt of Approval of this request and does not conform to the Declaration or the Design Guidelines, the owner acknowledges liability for all costs necessary to bring the work into compliance.
3. The Project must be started within 120 days of approval. If the project has not been started in that timeframe, the owner must resubmit the request for modification. If construction has not been completed within the scheduled timeframe and the owner has not obtained approval for a new completion date, the incomplete construction shall be considered a violation.
4. Material herein contained will represent alterations that comply with the zoning and building codes of Stafford County. The owner is responsible for obtaining the necessary permits prior to beginning construction.
5. Prior to excavation, the homeowner is responsible for location of all underground utilities. Digging should not begin until underground utility locations are marked.
6. Homeowners are responsible for all project cleanup, including removing all debris (sod, soil, etc.) Ensure your contractor will remove all waste material and restore any common ground affected.
7. Homeowners are responsible for all necessary repairs, including any damages incurred to neighboring property, public property, or common ground.
8. I understand that any modification made that is not compliant will be considered a violation and subject to all sanctions under the FRCA enforcement policy as detailed in AR 16-02 as may be amended.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

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

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

**Neighbors Consent to Requested Modification**

By signing, I/we affirm that I/we have reviewed the Modification Application for changes and improvements and the accompanying plans for the proposed Unit improvement(s) contiguous to mine/ours. I/we hereby give my/our consent for such improvements to be made.

**Contiguous or Adjacent Unit Owner 1**

Address \_\_\_\_\_

Contiguous or Adjacent Unit Owner Signatures \_\_\_\_\_ Date \_\_\_\_\_

**Contiguous or Adjacent Unit Owner 2**

Address \_\_\_\_\_

Contiguous or Adjacent Unit Owner Signatures \_\_\_\_\_ Date \_\_\_\_\_

**Results of Modifications Committee Review**      **Resident Notified**      Date \_\_\_\_\_      Initials: \_\_\_\_\_

The Modifications Committee has determined the following:

- \_\_\_\_\_ Approved, contingent upon Villa Board approval, with a completion date of 6 months from the date of MC approval
- \_\_\_\_\_ Approved as noted. (Conditionally approved subject to conditions. Homeowner need not submit revised plan incorporating all conditions.)
- \_\_\_\_\_ Not Approved. (The Application must be resubmitted with more information or Changes.)
- \_\_\_\_\_ Not reviewed by MC. Forward the Application to Villa Board for review and approval.

Explanation:

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

Committee Member's initials: \_\_\_\_\_

Modifications Committee Chair's signature \_\_\_\_\_ Date \_\_\_\_\_

**Results of Villa Board Review:**

The Villa Board of Directors has determined the following:

- \_\_\_\_\_ Approved.
- \_\_\_\_\_ Approved as Noted (conditionally approved subject to conditions). Homeowner need not submit revised plan incorporating all conditions.
- \_\_\_\_\_ Not Approved (the Application must be resubmitted with more information or changes).

Explanation:

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

Villa Board of Directors initials: \_\_\_\_\_

Villa Board President's Signature \_\_\_\_\_ Date \_\_\_\_\_