

# OGV HOMEOWNERS ASSOCIATION, INC.

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## Property Improvement Request Form

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MAIL TO: Shireen Ambush OR Fax (301) 468-0983  
c/o Abaris Realty, Inc.  
Suite 110  
7811 Montrose Road  
Rockville, MD 20854

In accordance with the Declaration of Covenants, Conditions and Restrictions referred to in the Deed covering the property described below, I/we hereby apply for written consent to make the following exterior alterations or changes to the premises:

OWNERS NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

Check the area that applies:

\_\_\_ **Structural Improvement**

Type of improvement or modification desired: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*\* (Attach plot plan and sketch showing design, elevations and dimensions)**

Materials to be used in improvement or modifications and color or finish  
(Please include color sample):

Roof: \_\_\_\_\_

Walls: \_\_\_\_\_

Windows: \_\_\_\_\_

Doors: \_\_\_\_\_

Miscellaneous: \_\_\_\_\_

Approximate time for completion after approval: \_\_\_\_\_

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**NOTE:** Applicant must assume responsibility for acquiring necessary building permits upon approval. An APPROVED Property Improvement Request must be presented to County officials in order to obtain a building permit.

— **Fencing**

Plot plan (must attach) showing location and height of fence.

Materials to be used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Finish color: *All fences must be painted to McCormick Paint color, "Chamois" or exact match.*

NOTE: Requests for installation of fencing will be approved only for fences to be constructed completely within the property lines of the homeowner noted above.

— **Exterior Paint (for color change only)**

Areas to be painted: \_\_\_\_\_

\_\_\_\_\_

Color(s) to be used and where (please include color sample): \_\_\_\_\_

\_\_\_\_\_

— **Special or Exceptional Request**

**Explain:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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If my application is approved, I fully understand that the approval is only for what I have indicated above and is based upon the facts I have presented. Understand that all approved alterations or changes must be completed within three (3) months of Committee approval unless a specific exception is received.

All approvals are for conformity with existing architectural and aesthetic conditions within the community only. The applicant has the sole responsibility for building permits, engineering, water flow and/or any other areas requiring professional or technical advice or approval. Further, each applicant shall be solely responsible for any damages to adjoining property owners and all other persons that may result from the approval herein requested.

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

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

### **APPROVED:**

Old Georgetown Village HOA, Inc.  
Shireen Ambush, Property Manager

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

### **DISAPPROVED:**

Old Georgetown Village HOA, Inc.  
Shireen Ambush, Property Manager

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

**Remarks:** \_\_\_\_\_

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