

**SELMA ESTATES HOMEOWNERS ASSOCIATION  
APPLICATION FOR EXTERIOR MODIFICATION**

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS OF PROPOSED CHANGE: \_\_\_\_\_

ALTERNATE MAILING ADDRESS (IF APPLICABLE): \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

FIRST SUBMITTAL: YES \_\_\_\_\_ NO \_\_\_\_\_ RESUBMITTAL: YES \_\_\_\_\_ NO \_\_\_\_\_

**INSTRUCTIONS TO APPLICANT:**

1. Consult the Design Guidelines for specific requirements for each proposed change.
2. Submit the application form, drawings, and other required documents to:  

**Selma Estates Homeowners Association  
c/o Sentry Management  
50 Catoctin Cir NE, Suite 301  
Leesburg, VA 20176  
OR  
Email Sentry at [kmcintyre@sentrymgt.com](mailto:kmcintyre@sentrymgt.com)**
3. The Declaration of Covenants requires that you submit this application form to the Architectural Review Committee (ARC) for approval of all proposed exterior additions, changes, or alterations to your house and lot. To be considered, your application must include detailed information describing the proposed change (typically, plans and specifications including sketches, photos, catalog illustration, etc. showing the nature, kind, shape, color, dimensions, and materials) and a copy of the survey with the location marked. Please refer to the Architectural Application Instructions for further information. Make sure your application is complete. An application submitted without all required submissions will be considered incomplete. In such a case, the 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 from Sentry Management before the submission of an application.
4. In order to ensure that an application will be considered during an ARC meeting, an architectural application should be submitted to Property Management no later than the Friday before the next scheduled meeting.

DESCRIBE PROPOSED CHANGES (attach additional sheets if needed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NEIGHBORS' ACKNOWLEDGEMENTS:**

You are required to obtain the signatures of all lot owners whose lots are adjacent to your lot. A signature by your neighbors indicates an awareness of your proposed change and does not constitute approval or disapproval on their part. (Typically, a minimum of 2)

NAME	ADDRESS/LOT NUMBER	I acknowledge that I have been advised of this change: SIGN HERE

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
(Allow 45 days for ARC approval before the start date)

**SELMA ESTATES HOMEOWNERS ASSOCIATION  
APPLICATION FOR EXTERIOR MODIFICATION**

OWNERS' ACKNOWLEDGEMENTS:

I/we understand and agree (please initial):

1. \_\_\_\_\_ that approval by the ARC shall in no way be construed as passing 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 ARC 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 ARC 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 ARC has been received by me; that, if work is begun before approval, I may be required to return the property to its former condition at my own expense if the 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 plan, specifications, and location approved by the ARC without the prior written consent of the ARC; and variation from the original application must be resubmitted for approval.
6. \_\_\_\_\_ that I authorize members of the ARC or managing agent to enter upon my property to make one or more routine inspection(s).
7. \_\_\_\_\_ that construction or alterations in accordance with the approved plans and specifications must commence within 6 (six) months of the approved date of this application and be completed within 12 (twelve) months of the approved date, otherwise the approval by the ARC 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 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 green space or community property that result from the proposed modification.
10. \_\_\_\_\_ that material herein contained shall represent alterations that comply with the zoning and building codes of the County of Loudoun. Further, nothing herein contained shall be construed as a waiver or modification of such ordinances.

HOMEOWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CO-OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REQUIRED ATTACHMENTS:

Descriptive information (typically, plans and specifications including sketches, photos, catalog illustration, etc. showing the nature, kind, shape, color, dimensions, and materials) and a copy of the survey with the location marked. Please reference Architectural Application Instructions for more information.

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# ARCHITECTURAL APPLICATION INSTRUCTIONS

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## WHAT TO INCLUDE IN AN APPLICATION FOR EXTERIOR MODIFICATION:

**EVERY MODIFICATION REQUIRES A SEPARATE FORM (I.E. Deck, Fence, and Patio should be 3 separate forms)**

- 1. A House Location Survey (Certified Plat).** A copy of your plat **MUST** be included for new construction and additions to be a permanent structure on the lot. Please submit a plat for decks, fences, patios, playsets, sheds, landscaping, etc. The location of the proposed structure **MUST** be drawn/outlined on the plat. Plats are not required for paint changes, storm doors/windows, or other such modifications.
- 2. Dimensions.** Provide all dimensions, including height, roof slope, etc. on new construction.
- 3. Detailed Drawings.** A full set of architectural drawings must be included for some changes such as decks, fences, patios, etc. Landscaping plans including size and type of plants as well as number to be planted **MUST** be included.
- 4. Description of Materials.** Provide a list of **ALL** materials to be used in the proposed construction.
- 5. Description of Colors.** Applications for colors that are not the original color of the house and/or trim **MUST** be accompanied by actual color samples/photos.
- 6. Photographs.** Photographs of existing conditions are helpful to the Architectural Committee. Please be sure to include a brochure or a picture in color for new window modifications, etc.
- 7. Samples.** Provide a small sample of siding and/or shingle when changing the siding or the roof from its original color.
- 8. Drainage.** 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.
- 9. Signatures of Property Owners.** It is a requirement to obtain the signatures of all property owners who will be most affected by the change. This includes all lot owners whose lots are adjacent to your lot. Typically, a minimum of **TWO** signatures **ARE** required with the application. **Neighbors' signatures are to acknowledge that the work is going to be commenced at the time referenced on your application, not to approve or disapprove of the modification.**
- 10. Railing Detail.** Please be sure to reference the style of railings you propose to install on your deck.

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- a. For **decks and fences** include numbers 1 – 6 and 8 – 10.
  - b. For **landscaping** include numbers 1 – 3, 6, and 8 & 9.
  - c. For **sheds and doghouses** include numbers 1 – 4, 6, and 8 & 9.
  - d. For **storm, screen, and front doors** include numbers 2, 5 – 6, and 9.
  - e. For **lattices** include numbers 2 – 4, 6, and 9.
  - f. For **recreation and play equipment** include numbers 1 – 6 and 9.
  - g. For **patios** include numbers 1 – 4, 6, and 9.
  - h. For **siding** include numbers 5, 7, and 9.
  - i. For **shingles (on the roof)** include numbers 5, 7, and 9.
  - j. For **windows** include numbers 5, 6, and 9.
  - k. For **satellite dishes** include numbers 1, 5, 6, and 9.
  - l. For **pools** include numbers 1 – 4, 6, and 8 & 9.
  - m. For **driveways** include numbers 1 – 4, 6, and 8 & 9.
  - n. For **attic vents/fans and/or skylights** include numbers 2, 3, 5, 6, and 9.
  - o. For **home additions and/or detached garages** include numbers 1 – 6, 8, and 9.
  - p. For **color changes** include numbers 5, 6, and 9.

**\*\*PLEASE BE SURE TO SUBMIT ALL ITEMS LISTED AS NECESSARY FOR THE APPROVAL OF YOUR EXTERIOR MODIFICATION OR YOUR APPLICATION WILL BE RETURNED AS INCOMPLETE!\*\***