

Village of Melwood Architectural/Covenant Request Form

Architectural Change Request Forms can be obtained by sending an email to  
VOMHOAART@GMAIL.COM

Resident \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
Phone NOs (H) \_\_\_\_\_ (W) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

**Work To Be Done**

☐ Addition ☐ Deck ☐ Patio ☐ Porch ☐ Landscaping ☐ Awning  
☐ Play Equipment ☐ Lighting ☐ Pool ☐ Hot Tub ☐ Exterior Changes

OTHER

(describe): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTRACTOR**

If you are having work performed by someone else, please complete this box

Person/Company Name \_\_\_\_\_  
City \_\_\_\_\_ Phone \_\_\_\_\_

**NOTE:** Projects must include a materials list along with exterior colors and samples; a description of any required or proposed screening with drawings indicating location on property on site plan received at closing as well as size of trees or shrubs if applicable. Also, projects must comply with Prince George's County regulations or any other regulatory body that has jurisdiction in Prince George's County.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For a better understanding of the application, please refer to page 2.**

Application received by Covenant Committee from homeowner \_\_\_\_/\_\_\_\_/\_\_\_\_

**Covenant Committee** Requested more information on \_\_\_\_/\_\_\_\_/\_\_\_\_ **Covenant Committee** requested information was received \_\_\_\_/\_\_\_\_/\_\_\_\_

**Covenant Committee:** \_\_\_\_ Approves \_\_\_\_ Approves with conditions \_\_\_\_ Denies Application

### **Covenant Committee Information/Process**

When applying, please keep the following in mind. Village of Melwood is a covenanted community; therefore, prior to beginning work, **Covenant Committee** must review and approve the following:

1. Site work in preparation for any alteration, enlargement, demolition, or improvement that alters the appearance of the property.
2. All new landscaping such as shrubbery and gardens that is visible from another neighbor or curb.
3. Alterations or changes that change the exterior appurtenance to an existing home.
4. Construction or installation of any outbuildings or fences.
5. Alterations to an existing outbuilding or fence.
6. Construction or installation of any pool or circulating fountain.
7. Construction or installation of decks, porches, fences, retaining walls or garden walls.
8. Construction or installation of children's play and swing sets.
9. Extension or alteration to driveways or walks
10. Installation of exterior lighting that may impact neighbors.
11. Modifications of mailboxes or related supports.
12. Changes in the color or composition of roof shingles.
13. Any other exterior modification or construction/installation.

### **The Covenant Committee Process**

**Applications can be obtained by emailing [VOMHOAART@GMAIL.COM](mailto:VOMHOAART@GMAIL.COM)**

**Any neighbor being affected by a modification may contact HOA with questions/concerns/etc.**

#### **Once an application is submitted:**

- ❖ The document is reviewed for proper completion
- ❖ ARC may request additional information before indicating to the committee that the application is complete
- ❖ The applicant is notified by email the application is either complete or needs additional information
- ❖ **Covenant Committee has 60 days, from the day the application receives notice that the application is complete, to either**  
1. Approve      2. Approve with conditions      3. Deny
- ❖ This decision is made by the committee, therefore, no single Covenant Committee member can make an unilateral decision\*

An applicant may appeal the Covenant Committee's decision by contacting the HOA Board of Directors. Questions regarding rules and regulations issues need to be taken up with the HOA Board of Directors. Please do not call Covenant Committee members.

Thank you in advance for complying with our community's covenants.