

**TO:** Raspberry Falls Covenants Committee  
Raspberry Falls Homeowners Association  
C/O Cardinal Management Group  
3704 Golf Trail Lane  
Fairfax, Virginia 22033  
(Fax): 703-591-4476 or  
(E-mail): k.sherman@cardinalmanagementgroup.com

**DIRECTIONS:**

The Declaration of Covenants requires that you submit to the Covenants Committee (“Committee”) for approval all proposed exterior additions, changes or alterations to your house and lot. In order to be considered by the Covenants Committee your application must include detailed information describing the proposed change (typically, plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials; and a copy of the House Location Plat (Lot Survey) with the location marked). Make sure your application is complete. An application submitted without all required submissions would be considered incomplete. In such case, the Covenants Committee's 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 Cardinal Management Group prior to submission of an application.

Finally, after your project is approved and you have completed construction, submitting a Notice of Completion Form is required.

**The Modification Application has the following parts:**

- General Application
- Documentation & Project Specific Checklists
- Neighbors’ Acknowledgements
- Homeowners’ Acknowledgements
- Notice of Completion Form (to be submitted upon project completion)
- Association Approvals



**DOCUMENTATION & PROJECT SPECIFIC CHECKLISTS**

Each application must be submitted with detailed design plan or diagram that includes size, location, shape, dimension, color, style, etc. List type of materials planned and submit color swatches, material samples, photographs, sketches, brochures (marked or notated), etc. In addition to supporting attachments, YOU MUST provide a detailed description that includes a written summary of the modification (see Project Description, page 2).

For structural (fence, patio, deck) and landscaping projects, you must provide scale and elevation drawings (side view) including dimensions and a copy of your House Location Plat marked to show placement on your lot.

The lists below are not inclusive, but are meant as a guide. Please check the appropriate boxes that apply.

<p><b>DECK</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current photo of house (back and side-if end unit)</li> <li><input type="checkbox"/> Floor plan with foot print and dimensions (top view)</li> <li><input type="checkbox"/> Elevation Drawing (front, and sides) – included height dimensions from ground</li> <li><input type="checkbox"/> Railing: Height, style and size</li> <li><input type="checkbox"/> Material Specified (Wood or Composite; if both, indicate which parts using which material)</li> <li><input type="checkbox"/> Stain color and sample provided (Specify which parts will be stained)</li> <li><input type="checkbox"/> Stairs or Privacy Lattice Included?</li> <li><input type="checkbox"/> House Location Plat (Lot Survey) with marked location of deck</li> </ul>	<p><b>FENCE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current photo of house (back and side-if end unit) and adjacent unit(s)</li> <li><input type="checkbox"/> Height and Dimensions of fence and gate (include board spacing)</li> <li><input type="checkbox"/> Elevation Drawing (front, and sides) –included height dimensions from ground</li> <li><input type="checkbox"/> Style of Fence (incl. width of boards)</li> <li><input type="checkbox"/> Type/Style of Gate (incl. drawing or photo)</li> <li><input type="checkbox"/> Posts – Quantity and Size; and style of Post Cap</li> <li><input type="checkbox"/> Stain color and sample provided</li> <li><input type="checkbox"/> Other design or style features: _____</li> <li><input type="checkbox"/> House Location Plat (Lot Survey) with marked location of fence</li> </ul>	<p><b>LANDSCAPE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Photo of current yard area (front, side or rear)</li> <li><input type="checkbox"/> Quantity, Type and size of plantings/trees</li> <li><input type="checkbox"/> Sketch or drawing showing placement of landscape will be added</li> <li><input type="checkbox"/> Type of Border Material for beds/plantings (provide sample or photo)</li> <li><input type="checkbox"/> Identify location and type of drainage planned and whether project affects grading or drainage conditions.</li> <li><input type="checkbox"/> House Location Plat (Lot Survey) with marked location and dimensions of landscape border</li> </ul>
<p><b>PATIO</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current photo of back rear yard or existing patio</li> <li><input type="checkbox"/> Floor plan with dimensions (top view)</li> <li><input type="checkbox"/> Sketch or elevation drawing if combined w/landscaping</li> <li><input type="checkbox"/> Type of Material (Brick, stone, concrete, etc. If multiple, indicate which parts using which material)</li> <li><input type="checkbox"/> Identify location and type of drainage planned and whether project affects grading or drainage conditions.</li> <li><input type="checkbox"/> House Location Plat (Lot Survey) with marked location of patio</li> </ul>	<p><b>PLAY SET</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Photo of current rear yard area</li> <li><input type="checkbox"/> Height and Dimensions of play set</li> <li><input type="checkbox"/> Manufacture’s play set brochure</li> <li><input type="checkbox"/> Are colors of slide, swings and accessories clearly shown</li> <li><input type="checkbox"/> Is the proposed play set within view of the golf course? If yes, landscape screening is required.</li> <li><input type="checkbox"/> Is the proposed play set outside the sight lines of the house and visible from the street? If yes, landscape screening may be required.</li> <li><input type="checkbox"/> If landscaping is required, does the application include a landscape plan that meets the “Landscape” check list at the top of this page?</li> <li><input type="checkbox"/> House Location Plat (Lot Survey) with marked location of play set</li> </ul>	<p><b>ALL OTHER (EXTERIOR LIGHTING, DOORS, GUTTER/DOWNSPOUTS, PAINT COLOR, ROOF, SIDING, TRIM, ETC.)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current photo of existing</li> <li><input type="checkbox"/> Current Material</li> <li><input type="checkbox"/> Current Color</li> <li><input type="checkbox"/> Proposed Replacement Material</li> <li><input type="checkbox"/> Proposed Replacement Color</li> <li><input type="checkbox"/> Other: _____ _____</li> </ul>

**NEIGHBORS' ACKNOWLEDGMENTS:**

You are requested to obtain the signatures of all lot owners whose lots are adjacent to your lot. Signature by your neighbors indicates an awareness of your proposed change and *does not* constitute approval or disapproval on their part.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

LOT \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

LOT \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

LOT \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**HOMEOWNERS' ACKNOWLEDGMENTS:**

**Homeowner must initial next to each item and sign at the bottom.**

*I/we* understand and agree:

\_\_\_\_ that approval by the Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water now or drainage, location of utilities, or other qualities of the proposed change being reviewed.

\_\_\_\_ that approval by the Committee 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.

\_\_\_\_ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Committee 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.

\_\_\_\_ that no work on the proposed change shall begin until written approval of the Committee has been received by me; that if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved in whole or in part; and I may be required to pay all legal expenses incurred.

\_\_\_\_ that there shall be no deviations from the plans, specifications, and location approved by the Committee without prior written consent of the Committee; any variation from the original application must be resubmitted for approval.

\_\_\_\_ that I authorize members of the Committee or managing agent to enter upon my Property to make one or more routine inspection(s).

\_\_\_\_ that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date, otherwise the approval by the Committee shall be deemed conclusively to have lapsed and to have been withdrawn.

\_\_\_\_ that it is my responsibility and obligation to obtain all required building permits, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.

\_\_\_\_ that I am responsible for any damage and all cost to repair green space or community property that result from the proposed modification.

\_\_\_\_ that I am responsible for the ongoing maintenance of the improvement. Further I am responsible to maintain any required landscaping for the life of the improvement including, but not limited to replacing dead, diseased and/or trees damaged by wildlife (i.e. deer).

\_\_\_\_ that all pending, approved, denied or incomplete applications are subject to an inspection at any time with 48 hours' notice.

\_\_\_\_\_  
HOMEOWNER(S) SIGNATURE(S)

\_\_\_\_\_  
DATE

## RASPBERRY FALLS HOMEOWNERS ASSOCIATION NOTICE OF COMPLETION FORM

<b>HOMEOWNER NAME(S):</b>	<b>PHONE:</b>	<b>DATE:</b>
<b>LOT ADDRESS:</b>		<b>LOT #:</b>
<b>MAILING ADDRESS (IF DIFFERENT FROM LOT ADDRESS):</b>	<b>EMAIL:</b>	

**This form must be submitted to the Covenants Committee within (30) days of completion of the project.** Please remember all approved modifications must commence within 6 months and be completed with 12 months.

**PROJECT DESCRIPTION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTACH PHOTOGRAPHS OF ALL ANGLES OF IMPROVEMENTS, INCLUDING FRONT, SIDE AND REAR YARD (if applicable).**

**SUBMIT FORM TO:**

**MAIL**  
Raspberry Falls Covenants Committee  
Raspberry Falls Homeowners Association  
C/O Cardinal Management Group  
3704 Golf Trail Lane  
Fairfax, Virginia 22033

**FAX**  
703-591-4476

**E-MAIL (preferable)**  
k.sherman@cardinalmanagementgroup.com

