

Attachment 4

**Forms for Approval
of Architectural Modifications**

REGENTS SQUARE CONDOMINIUM

ARCHITECTURAL MODIFICATIONS: PROCEDURES AND GUIDELINES

STATEMENT OF PURPOSE AND POLICY

One of the intentions of the Board in establishing regulations for architectural modifications in Regents Square is to maintain the harmony of design throughout the condominium. Regents Square was designed to reflect a particular architectural style. Because of the proximity of the units to each other, the external appearance of each unit in the condominium affects the appearance and monetary value of every other unit in the community. Any change in an individual's premises which is not in harmony with the over-all architectural style of the community will detract from its attractiveness and value. If many inharmonious changes occur, the value of the community as a whole decreases.

Another intention of regulating architectural modifications is safety. All written proposals for additions and modifications must clearly indicate the procedures which insure the safety of the proposed request.

For these reasons, the Board of Directors of Regents Square has established procedures and guidelines in an effort to maintain the community's harmonious appearance and to insure that all additions and modifications are safe and do not pose a danger to the unit or the adjacent common areas.

In addition to these procedures, the co-owner of every unit in Regents Square is bound by the Master Deed and By-Laws of Regents Square. (The By-Laws, Article V, Section 12, state "No Co-Owner shall make any alterations to any portion of the Condominium property which is to be maintained by the Council or remove any part or portion thereof; nor shall any Co-Owner make any additions thereto or do anything which would or might jeopardize the safety or soundness of the structure; nor shall any Co-Owner make any alteration to the water, gas, heating, electrical, plumbing or air conditioning systems, or make any structural addition, alteration, or improvement in or to his unit, without prior written consent thereto of the Board.") In substance, these documents impose legal obligations on each unit Co-Owner to obtain written consent from Regents Square Board of Directors prior to undertaking any structural addition, alteration, or improvement in or to their unit. It also provides guidelines within which any change can be made, such as the requirement that all repairs and replacements shall be substantially similar to the original construction and installation. Neither the Board of Directors nor any committee can waive these provisions.

Any modification which is undertaken without prior Board approval may be removed, after giving notice, at the co-owners expense. Upon notification of the Board's decision to remove the modification, the co-owner will have fifteen days from the date of the letter to appeal the action, either in writing to the Board of Directors or by attending a meeting of the Board if one is scheduled in that period.

Any fees imposed will be added to the monthly condominium assessment, but may be paid beforehand directly to the condominium's property management company. Failure to pay will result in the imposition of late penalties at the rate of \$15.00 per month and may result in having a lien placed against the co-owner's unit.

Note: Under the provisions of the Maryland Horizontal Property Act, co-owners have a period of not less than 30 days in which to review proposed condominium regulations prior to their taking effect. The Board of Directors solicited comments on the Regents Square Architectural Modifications Procedures and Guidelines contained in this document and approved them at the meeting of the Board on July 20, 1995.

Date all co-owners sent proposed regulations: June 26, 1995
Effective date of regulations: July 26, 1995

Regents Square Condominium
ARCHITECTURAL MODIFICATION REQUEST

CO-OWNER INFORMATION

Co-owner Name: _____ Today's Date: _____

Property Address: _____ Phone: _____

MODIFICATION FOR WHICH APPROVAL IS REQUESTED: CHECK APPLICABLE BOX(ES)

- Replacement windows Other: _____
- Front door _____
- Patio door _____
- Dryer vent _____
- Back fence _____

MODIFICATION DETAILS

Attach sketch or drawing, picture of door/windows/other, or provide additional specific details such as style, color, materials, etc., below. The more details you provide, the faster you'll receive a decision by the Board.

CHECK OFF FINAL STEPS AND SIGN

- I have attached the required maintenance and liability release form, without which this request for approval will not be processed.
- I agree that any variations from this application must be resubmitted for approval.
- I also agree that I may not under any circumstances commence this project prior to receiving written notification of approval by the Board of Directors.

Signature of Co-Owner: _____

MAIL THIS FORM WITH ALL ATTACHMENTS TO:

**Abaris Realty Inc.
Attn: Alena Proctor
7811 Montrose Rd
Suite 110
Potomac, MD 20854**

REGENTS SQUARE BOARD USE ONLY

Date Received: _____ Reviewed by: _____ Date: _____

Action: Approved Disapproved Conditionally Approved Request Needs Clarification

Final inspection for conformance performed by: _____ Date: _____

REGENTS SQUARE CONDOMINIUM
ARCHITECTURAL MODIFICATIONS
REQUEST FOR APPROVAL - PAGE TWO
SKETCH OF PROPOSED CHANGE

Name: _____

Address: _____

REGENTS SQUARE CONDOMINIUM

ARCHITECTURAL MODIFICATIONS

APPLICATION PROCEDURES

1. All applicants must complete a *Request for Approval* and receive approval from the Board prior to undertaking any structural addition, alteration, or improvement in or to their unit. (By-Laws, Article V, Section 12)
2. All applicants must complete a *Maintenance and Liability Release* and submit this release to the Board of Directors of Regents Square prior to undertaking any structural addition, alteration, or improvement in or to their unit.
3. All additions, alterations, or improvements must be in compliance with the Master Deed and By-Laws of Regents Square, as well as with the established guidelines and procedures set forth by the Board of Directors of Regents Square. Neither the Board of Directors nor any committee of the Board of Directors can supersede the provisions of the governing documents of the condominium.
4. Before commencing any changes, the co-owner must receive approval from the Board to obtain a Building Permit, where applicable, to insure compliance with codes and ordinances of the City of Rockville.
5. Co-owners will be notified in writing of the Board's decision within 30 days of receipt of the application by the Board. For this purpose, the formal date of receipt will be considered to be the next scheduled meeting of the Board subsequent to submission of the request.**

** Exceptions to Board Approval - Exceptions will be made for emergency situations involving heating, air conditioning, and plumbing. In such cases the Board delegates approval authority to the Management Agent:

Abaris Realty
7811 Montrose Road Suite 110
Potomac, MD 20854
Attn: Alena Proctor
301-468-8919

REGENTS SQUARE CONDOMINIUM
ARCHITECTURAL MODIFICATIONS
MAINTENANCE AND LIABILITY RELEASE

I, _____, a condominium co-owner at Regents Square, have submitted a proposed architectural modification to my unit, or to a common or limited common area adjacent thereto, to the Board of Directors of Regents Square Condominium. This requested change is described in my application to the Board dated _____.

If this request is approved, I hereby release Regents Square from all maintenance responsibilities and liabilities to whatever common areas are encompassed by this architectural modification, and hereby accept the responsibility of said area. If it is necessary for the condominium to remove or disturb any modification which is the subject of this Maintenance and Liability Release, the condominium and its agent are not liable for any damage to the modification nor are they liable for the cost to replace the modification. I further realize that all subsequent owners of this unit will be required to assume maintenance responsibility and liability of said modification and it is my obligation to so inform the next purchaser of my unit.

I also understand that all approvals by the Board of Directors do not go into effect until this release is signed by the above-named co-owner and received by the Board of Directors of Regents Square.

Further, I agree that should I or future co-owners not maintain this modification, the condominium, after giving notice, may remove such modification and may charge the co-owner for doing so.

Date: _____

(Signature)

(Address)