

Brandermill Community Association, Inc.
ARCHITECTURAL REVIEW BOARD (ARB)
Exterior Color and/or Roof Change Application

Please be aware of the following:

1. Applications must be submitted no later than the Monday eight (8) days prior to the meeting.
2. Allow up to ten (10) days after the review to obtain a written response from the ARB.
3. All work must be completed within six (6) months of the approval date.
4. A follow up inspection will be completed to determine that work has been performed in compliance with this approval.
5. **All applications are responded to in writing; no verbal responses/approvals are given by BCA staff.**
6. Large samples must be picked up by the homeowner within 2 weeks of approval otherwise, they will be discarded.
7. Application NULL AND VOID if work has not begun during the six (6) month approval period. You must reapply and receive approval to begin your project.

The following must be included with your application:

Attach samples of Paint/Stain Colors and Roof Shingles. Samples may remain with BCA property files.

Neighborhood: _____ Lot #: _____

Property Address: _____

Property Owner: _____

Mailing Address: _____

Phone Numbers: Home _____ Work/Cell _____ E-Mail _____

Paint / Stain	Manufacturer	Color Name / Number
Siding	_____	_____
Soffit, Rake and Cornerboards	_____	_____
Window and Door Trim	_____	_____
Window Sashes	_____	_____
Shutters	_____	_____
Front Door	_____	_____
Garage Door	_____	_____
All Other Doors	_____	_____
New Roof & Warranty	_____	_____

FOR BCA USE ONLY

DATE APPLICATION RECEIVED _____

APPLICATION: () Approved as submitted () Approved with Limiting Changes
 () Not Approved () Preliminary Review - additional information required

ARB SIGNATURE: _____ DATE: _____

COPY SENT TO OWNER: DATE: _____ INITIAL: _____

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I. General Provisions:

1. All exterior changes to a property **MUST** be reviewed and specifically approved, in writing by the ARB, **PRIOR** to the start of all work.
2. Application forms are available at the BCA office, or you may go to www.brandermill.com and follow the **DOCUMENTS** link to access all forms necessary.
3. Property owners should submit for approval at least **two to three weeks prior** to anticipated start of project.
4. All Applications are responded to in writing- **no verbal responses/approvals are given by BCA staff.**
5. **Allow up to ten (10) days** after review for a written response from the ARB.
6. Applications that are **incomplete or inaccurate may be rejected** and returned to the owner by the ARB at its discretion.

II. Review Meetings:

1. Second (2nd) and fourth (4th) Tuesday of each month, 3:30 p.m. at BCA offices, 3001 E. Boundary Terrace.
2. Applications must be submitted no later than the Monday eight (8) days prior to the meeting date.

III. Color Change and/or Roof Applications: See Residential Design Standards Chapter 5.0

1. **Purpose of Submittal:** Allow the ARB to see and visually understand the exact nature and extent of the proposed work to assure appropriateness of the COLOR CHANGE and or new ROOF COLOR so that the appearance of the neighborhood remains consistent, and in accordance with BCA Residential Design Standards.
2. **Completeness and Accuracy Required:** Submittals prepared for consideration by the ARB must be complete and accurate. Paint/stain color or roof shingle **samples must** accompany Exterior Color & Roof applications. Manufacturer's literature and samples may be required for changes in exterior materials or products. All requested information on the application forms must be furnished.
3. **Submittals Not Returned:** Submittals are kept on file for a record of approved changes. All large samples need to be picked up by the applicant within 2 weeks of approval otherwise the sample will be discarded. All other color samples become the property of the Association and are not returned. Therefore, please be sure to provide materials that are not needed for future use.
4. **Changes:** Deviations from the proposed/approved submittal **MUST** be resubmitted in accordance with the above.

IV. Homeowner Responsibilities:

1. **Property Owner is Responsible:** Each property owner is responsible for his or her property's compliance with the Covenants and Residential Design Standards. Proposed improvements may affect that compliance; therefore, the Covenants require approval from the Association prior to making any improvements regardless if the work is being performed by the owner directly, by a tenant, or by a contractor.

2. As the owner of the property, or its approved agent, I hereby give the BCA, its staff and other members of the Association, involved in the review of my application, permission to enter my property, and take and share pictures where necessary for the purpose of reviewing the aspects of the application, and providing me with a response to the request.

Property Owner Signature

Date

3001 E. Boundary Terrace, Midlothian, VA 23112 804-744-1035, arb@brandermill.com

Brandermill Community Association
Architectural Review Board
Color and Roof Application Check List

Exterior Color and Roof:

Only changes to existing color or roof materials need approval,

1. Application signed.
2. Homeowner contact information provided - minimum, address, phone #/email address.
 - A. House Colors, **SAMPLE IS REQUIRED:**
 - a. Manufacturer name.
 - b. Color name and number.
 - c. Location on house, ie siding, front door, etc.
 - B. Roof Change, **SAMPLE IS REQUIRED.**
 - a. Type of shingle, dimensional, cedar, etc.
 - b. Manufacturer name.
 - C. Color.