

The Colonies Condominium at McLean

Unit Modification Request (UMR) Application

Unit Owner Information and Plan Submission

UNIT OWNER'S NAME	
UNIT ADDRESS	
MAILING ADDRESS (if different)	
HOME PHONE:	
CELL PHONE:	
EMAIL ADDRESS:	
DATE SUBMITTED:	
DATE RECEIVED BY BOARD	

In compliance with Article VII, Section 2 (Architectural Standards) of the Bylaws, I/we, the above-referenced and undersigned Unit Owner(s), herein submit this request for the Board of Directors' approval to allow me/us to make the modifications, changes, alterations, renovations, additions and/or removals to my unit as follows. By signing this document, I/we attest and affirm that I/we will comply with all Rules and Regulations set forth.

Proposal

Applicant must submit the following documentation at the time of application

1. Provide sketch or plans to scale, showing size, shape, location, purpose and nature of improvement or modification.
2. A description of work** being performed, either below or as an attachment, and materials to be used.
3. Provide detailed description of any and all demolition that will be required in your unit.
4. Provide a copy of any manufacturer brochures and color samples (if applicable).
5. Your contractor's license and insurance certificate.
6. Permit when required by Fairfax County.

**DESCRIPTION OF WORK:

Is this an amendment to a previous UMR Application? YES ____ NO _____. If yes, the approximate date of my previous UMR Application was: _____

1. No work, or contract for work, will be made by me until I have received written notice of approval of this request from the Board of Directors or designated authorized person.
2. No proposed modifications to any common elements will be considered or approved.
3. All work will be performed by either myself: _____ (Yes/No) or by the following named Contractor(s):
(Contractor(s) please provide the name(s) of the employee(s) that is/are scheduled to perform work)

4. If this request is approved the work would start on or about _____. All work will be performed in a manner as to minimize impact to my neighbors. **NOTE:** Work may not commence before 8:00 AM and must end by 5:00 PM. No work is permitted Saturdays, Sundays, or Federal Holidays.
5. If any work is not completed within 180 days after the date of approval, then I/we understand that the Board of Directors may revoke approval of my/our UMR application upon written notice.
6. I/we hereby acknowledge and agree that I/we have read and will adhere to the Rules and Regulations (Exhibit A) and assume full responsibility and liability for any damage to property, including any condominium property, common elements and injuries to persons arising from the work performed to complete the modification in my unit.
7. I/we certify that I will be responsible for complying with all applicable federal, state, and local laws, codes, regulations, and other requirements in connection with this work, and I/we will obtain any necessary permits and approvals for the work.
8. I/we understand and agree that The Colonies, a Condominium, and its Board of Directors (the "Board"), agents have no obligation or responsibility with respect to such compliance, and that the approval of this request by the Board shall not be deemed or work understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or other government requirement. I/we also agree that any partial or total approval of the UMR application by the Board of Directors is not a warranty or guarantee of any safety issues or structural integrity of the approved modification.
9. Fairfax County requires that you obtain the necessary permit for interior renovations and repairs.
10. Any modification, change or alteration made to a unit without prior application to and the written approval of the Board of Directors shall be deemed a violation of Article VII, Section 2 (Architectural Standards) of the Bylaws. The Council of Co-Owners shall avail itself of all legal remedies to enforce against and such violation, to include injunctive relief (the effective of which could require the unit owner to return his/her unit to its condition prior to the modification, change or alteration).
11. I/we understand and agree that upon completion of the project, which is the subject of this application, and pursuant to Article VII, Section 2 (Architectural Standards) of the Bylaws that the Association, its management agents, contractors, or representatives will enter my unit after notice and at a reasonable time for the purpose of inspecting the completed work to ensure that it conforms in every respect with the contents of this application. I/we understand that if the project does not conform precisely with application, that we will be required to do such further and additional work at our expense as may be necessary to comply with the project application as it was approved by the Board of Directors. I/we understand that any failure or omission on our part to complete the project exactly as it was applied for and approved shall be deemed to constitute a violation of the Bylaws and the Association shall, if necessary, resort to legal proceedings to enforce it Bylaws.
12. Owners and contractors are prohibited from disposing of furniture, appliances and construction materials and/or debris in any trash bin (garage) or recycling station. For unit renovations advanced approval is required for disposal of oversized items. The unit owner will be fully responsible for proper disposal of debris and may be fined by the Board of Directors if out of compliance and violation of rules set forth.

By signing below, I attest and affirm that I have read this document in its entirety and agree to abide by its conditions, regulations and will adhere to The Colonies' Bylaws and to the Rules and Regulations, in Exhibit A, attached.

UNIT OWNER #1

SIGNATURE: _____ DATE: _____

UNIT OWNER #2

SIGNATURE: _____ DATE: _____

UNIT OWNER #3

SIGNATURE: _____ DATE: _____

Date (month/year) purchased Unit: _____

Please complete form, sign and forward along with all documentation to:

The Colonies Condominium
7681 Provincial Drive
McLean, VA 22102
Email: support@thecolonies.com

APPROVED	
APPROVED WITH CONDITIONS (see below)	
DENIED (see below)	
INCOMPLETE – RETURNED AS DENIED PENDING RESUBMISSION	

Management, as authorized by the Board of Directors

Date

RULES AND REGULATIONS FOR UNIT MODIFICATION FORM – EXHIBIT “A”

This document, Exhibit A, accompanies the Unit Modification Form. Please take the time to read the rules below, so that this is a good experience for all. In condominium living we must adhere to rules and regulations, those are outlined below:

Construction Rules

- **Work Hours:** Construction is permitted only from 8:00 AM until – 5:00 PM, Monday through Friday. Construction is prohibited on Saturdays, Sundays, and Federal Holidays.
- **Entry:** All contracted workers and vehicles/trucks must enter through the main gate past Security accessed via Old Meadow Rd. Some GPS services will direct drivers to the back gate where contractors cannot enter. Load GPS with 1775 Old Meadow Rd., which will bring drivers to the front gate.
- **Access:** Allowing contractors to access via the back gates or follow you in through the back gates is strictly prohibited and may result on revocation of this permit.
- **Building/Lobbies:** Contractors may NOT use lobbies and front entrances to transport material; these are strictly OFF LIMITS. The stairwells or elevator must be used.
- **Hallways:** Contractors must lay down protective cardboard or plastic sheeting in hallways to prevent damage to carpeting, and clean up any dust, debris, etc. daily.
- **Debris/Building Material:** All debris and building material must be removed via the elevator or stairs. All debris, dust, etc. must be removed from the unit via the stairs, or elevator if in bags, to access parking lot areas. No material may be moved in through any window, and no debris may be thrown out of any window.
- **Construction Debris:** All construction debris must be hauled off-site. Depositing construction material, debris, or the like in Colonies' trash bins in the garages or recycling containers is prohibited. Disposing of removed items in the garage (toilets, shower doors, cabinets, construction material, etc.) is strictly prohibited. Fines will be levied against you for any violation.

Finally, please check behind your contractor and you are solely responsible for them. Do not hesitate to contact our office if you have any questions. Thank you.

The Colonies Team