

## WINTERSET HOMEOWNERS ASSOCIATION

### Application for Architectural Change

*Dear Homeowner,*

The application for Architectural change must be completed and approved prior to the start of your project. **IF CHANGES OCCUR PRIOR TO RECEIVING a decision, the Homeowner understands that a FINE of not less than one hundred dollars (\$100.00) and not greater than five thousand (\$5000.00) will be imposed for initiating the change (s) without approval.** In order to avoid delays, it is imperative that you submit with your application all applicable documents (i.e., permits, drawings, etc.). ***All incomplete applications will be returned to homeowner.*** Please utilize the checklist to ensure that you have included all necessary documents. Your application must be submitted to the management company for processing. This may be done via mail, in person, email or documents entered into <https://quiza.cincwebaxis.com/winteraset>. A separate application must be submitted for each change. Note: You must establish an account on the website. Please contact the management company for assistance.

***Mailing and Physical Address:***

Quiza Management

4550 Forbes Blvd Suite 120

Lanham MD 20706

***Email:***

[hayat@quizamanagment.com](mailto:hayat@quizamanagment.com)

***Online:***

<https://quiza.cincwebaxis.com/winteraset>



**Signatures:**

Signatures for at least four (4) property owners that may be affected by this change is required where applicable. Select owners that are adjacent to and/or have a view of the affected property. *Their signature indicates an awareness of your intent and does not represent approval or disapproval.*

Name \_\_\_\_\_ Address \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Signature \_\_\_\_\_

I hereby request architectural change approval and grant permission to the Board of Directors or appointee to enter onto the property to perform inspections related to this request as deemed necessary. **I understand it is my responsibility to obtain necessary building permits, engineering inspections, and or land surveys, and that I/we must conform to any applicable building codes. *I/WE AGREE NOT TO BEGIN THE PROJECT WITHOUT APPROVAL AND IF CHANGES ARE MADE PRIOR TO RECEIVING A WRITTEN RESPONSE, THAT I AM SUBJECT TO A FINE NOT TO EXCEED Five Thousand dollars (\$5000.00). All required documents must be submitted at the same time. I/We also understand incomplete applications or those missing documents will NOT be reviewed.*** They will be immediately be returned to the homeowner.

**\*\*\* APPROVED APPLICATIONS ARE VALID FOR 60 DAYS. \*\*\*\***

\_\_\_\_\_

\_\_\_\_\_

Homeowner Signature

Date

*Please submit the completed application and associated documents via one of the following methods:*

US Mail: Quiza Management, 4550 Forbes Blvd, Suite 120, Lanham, MD 20706

Fax: 301 805 1051

Online: <https://quiza.cincwebaxis.com/winterset>

Email: [hayat@quizamanagement.com](mailto:hayat@quizamanagement.com)

## ARCHITECTURAL APPLICATION CHECKLIST

The attached checklist is designed to serve as a guide when submitting Architectural Change Request Application (s). Please check off each item as it is completed and submit the completed checklist with the application.

Item	Yes	No	NA
Has the description of the proposed change been thoroughly conveyed? ( <i>drawing, pictures, etc</i> )			
Is a <b>PERMIT</b> required? Permits are required for decks, patios, fences, sheds, etc. (please <i>reference the county website for a complete listing</i> )			
Is a copy of the following included in your package?			
Plat			
Permit			
Drawing or Diagram of the proposed change			
Color (s) or sample color			
Product Type			
Location of the proposed change			
Signatures from affected neighbors			
Contractor or Company Name, License #			
Drainage Plat ( <i>if applicable</i> )			
Is the application signed by the homeowner(s)?			

**PLEASE SUBMIT THE COMPLETED CHECKLIST WITH YOUR APPLICATION.**