

**Architectural Modification Form**

Addition or Modification  
Request for Structural\Landscaping

Please submit to:  
**Springfield Manor Homeowners Association**  
c/o CVI  
6300 Woodside Court, Suite 10, Columbia, MD 21046  
[munderwood@cviinc.com](mailto:munderwood@cviinc.com) F) 301-596-2082 P) 301-596-2600

Date \_\_\_\_\_

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone # Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Description/Diagram of Modification Required: You must include a description and a diagram (sketch) of modification. Please attach a separate sheet.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of expected Completion: \_\_\_\_\_

Contractor: \_\_\_\_\_

I (we) acknowledge and agree that I (we) will be solely liable for any claims, including and without limitation, for property damage or personal injury, which may result from the requested addition or modification. I (we) hereby indemnify the homeowners associations from, and against, any and all such claims. I (we) understand and acknowledge that I (we) am (are) responsible for complying with all applicable building codes and ordinances, and for obtaining all necessary permits and inspections for the requested addition or modification and further, that I (we) am (are) responsible for all maintenance, repair and upkeep of said addition or modification.

Per the Declaration, please allow twenty-five (25) days for review and decision.

\_\_\_\_\_  
(Signature of Owner)

\_\_\_\_\_  
(Signature of Co-Owner)

.....  
ACTION BY THE ARCHITECTURAL COMMITTEE

Date Received: \_\_\_\_\_

( ) Approved as requested.

( ) Approved subject to the following conditions\modifications:

\_\_\_\_\_  
( ) Disapproved for the following reasons: \_\_\_\_\_

Date Unit Owner(s) Notified: \_\_\_\_\_

BOARD APPROVAL \_\_\_\_\_

.....  
Notification by homeowner in writing that work is completed. \_\_\_\_\_

Inspection by Architectural Committee. \_\_\_\_\_