

APPENDIX B

FORMS

The attached forms are provided for ease of administering the architectural review process. The ACC reserves the right to update and change these forms, or substitute alternate documentation at their discretion.

**APPLICATION
FOR ARCHITECTURAL REVIEW**

Note: The application must be complete. This application will not be processed until all information has been provided.

Lot number(s) and addresses involved in this Application _____

Property Owner Contact Information

Name _____

Address _____

Phone _____

E-mail _____

Type of project:

- Initial Construction Modification to Existing Structure Landscaping Other

Description of project to be undertaken:

Please list the contact information for all builders, architects, landscapers and engineers, lenders and lien agents who will be involved in the construction of your project, if known at this time.

Role in Project	Company Name	License No.	Address	Phone	E-mail
Builder					
Architect					
Landscaper					
Engineer					

Role in Project	Company Name	License No.	Address	Phone	E-mail
Lender					
Lien Agent					

Style of Home

Federal Colonial Georgian Other (list) _____

Size Specifications

Stories: _____ Bedrooms: _____ Baths: _____

Height from finished grade to 1st floor _____ feet
 Ceiling height, 1st floor _____ feet
 Ceiling height, 2nd floor _____ feet
 Air Conditioned Space (1st Floor) _____ sq. feet
 Air Conditioned Space (2nd Floor) _____ sq. feet
 Air Conditioned Space (3rd Floor) _____ sq. feet
 AIR CONDITIONED TOTAL SPACE _____ sq. feet
 Basement _____ sq. feet
 Unfinished _____ sq. feet
 Finished _____ sq. feet
 Garage _____ sq. feet
 Storage _____ sq. feet
 Covered Porches _____ sq. feet
 TOTAL GROSS SPACE _____ sq. feet

Exterior Materials and Colors

Foundation (front and all exposed must be brick or stone)

Elevation	Foundation Material Used	Color	Manufacturer
Front			
Sides			
Rear			

Outside wall material (must be brick, stone, stucco or beaded siding)

Elevation	Wall Material Used	Color	Manufacturer
Front			
Sides			
Rear			

Trim			
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Window Type

Manufacturer _____
Style _____
Material _____
Color _____
Lites/Window _____

Window Pediment/Trim Treatment _____

Shutter

Manufacturer _____
Material _____
Size and Color _____

Exterior Doors (must be six (6) panel wood, stained or painted)

Front:
Manufacturer _____
Material _____
Color _____

Side (French or other):
Manufacturer _____
Material _____
Color _____

Roof Materials (must be slate, copper, wood shakes, dimensional or architectural textural shingles)

Manufacturer _____
Material _____
Color _____
Pounds/Square _____
Grade Type _____

Roof Pitch

Roof _____
Main Roof _____
Dormer Roof _____
Front Pediment _____
Side _____
Rear _____

Other Roof Features _____

Chimney

Manufacturer _____
Material _____
Color _____

Garage

Side Loading? Yes No

How many cars? _____

Columns

Number of Columns? _____

Base diameter (min. 10 inches) _____

Mailbox

Description of mailbox to be installed:

Proposed location of mailbox:

Lighting

Description and location of any exterior lighting to be used:

Landscaping Plans

List plants to be used:

Indicate the number of mature trees that will be removed to accomplish the construction and landscaping and location of these trees:

Storage Structure/Temporary Facilities

Indicate if temporary construction storage and sanitary facilities will be on-site and if yes, provide a description and indicate location.

Timetable for planting following occupancy permit

Month _____

Year _____

Duration _____

Scheduling

Expected construction starting date _____

Expected construction completion date _____

Documentation and Fees Checklist

	Yes	No
Site plan (4 copies)	<input type="checkbox"/>	<input type="checkbox"/>
Class A Contractor's License	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Plans (4 sets)	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Plans (4 sets)	<input type="checkbox"/>	<input type="checkbox"/>
Contract (4 copies)	<input type="checkbox"/>	<input type="checkbox"/>
\$300 Refundable Application Fee	<input type="checkbox"/>	<input type="checkbox"/>
\$5,000 cash or check (Refundable Deposit)	<input type="checkbox"/>	<input type="checkbox"/>
\$25,000 Letter of Credit or Bond	<input type="checkbox"/>	<input type="checkbox"/>
Contractor/Owner Performance Bond and Escrow Fund (if project exceeds \$100,000)		

Attach any plans, photographs, samples or other documentation that would be helpful to the Architectural Control Committee in reviewing this request.

Certification

I/We hereby certify that:

- I/We have read the Mineral Springs Plantation Architectural Control Policy, Deed of Dedication and Covenants and Bylaws; and
- the above-referenced plans, contracts and materials are accurate and true; and
- if I am signing this application on behalf of a corporation, trust or other entity, I am an authorized representative of such entity; and
- there will not be any external elevation or site plan changes or substitutions whatsoever without prior approval from the Architectural Control Committee.

Property Owner Signature

Date

Printed Name (and Title if signing for a Trust, Corporation or other similar entity)

Signature of Joint Owner

Date

Printed Name

Submit Application to:
MSPHOA Architectural Control Committee,
c/o Secretary
13709 Kalmbacks Mill Drive
Fredericksburg, Virginia 22407
secretary@mineralspringsplantation.org.

**MINERAL
SPRINGS
PLANTATION**
HOMEOWNERS ASSOCIATION
Fredericksburg, Virginia
Est. 1988

**CONTRACTOR/OWNER AGREEMENT PERFORMANCE BOND
AND ESCROW FUND**

Owner and Contractor individually and jointly hereby agree to build driveway and entrances to Virginia Department of Transportation (VDOT) specifications and to repair all damage to subdivision road surface, sub base, sub grade, utilities and landscaping caused by construction activities including trash pick-up. A \$5,000 deposit is hereby tendered to the Architectural Control Committee to be held in a non-interest-bearing escrow account for repairing any and all aforesaid damages associated with construction activities. The full \$5,000 or any remaining part thereof, will be forfeited if there are unauthorized changes in the approved exterior house plans and site construction documents.

If the construction cost of the project exceeds \$100,000, Owner and Contractor individually and jointly hereby post a Bond in the amount of \$25,000 in favor of the Architectural Control Committee ensuring the performance of constructing the improvements as specified by the approved construction documents.

After completion of the house, landscaping and all other improvements, receipt of the Spotsylvania County building occupancy permit and/or final inspection report and VDOT approval of driveway street connection. Contractor/Owner shall request an Architectural Control Committee inspection. The Architectural Control Committee will have fourteen (14) business days to inspect the property and state any non-compliance or damages that must be corrected.

CONTRACTOR

OWNER(S)

Signature _____

Signature _____

Printed Name: _____

Printed Name _____

Title _____

Date _____

Date _____

Signature _____

Printed Name _____

Date _____

LETTER OF CREDIT

Date _____

Mineral Springs Plantation
Architectural Control Committee
c/o Secretary
13709 Kalmbacks Mill Drive
Fredericksburg, Virginia 22407
secretary@mineralspringsplantation.org

Re: Letter of Credit # _____
Mineral Springs Plantation, Spotsylvania County

Ladies and Gentlemen:

We hereby establish this irrevocable and unconditional Letter of Credit in your favor for a sum or sums not exceeding _____ dollars and 00/100 (\$ _____) available by your draft or drafts on us for the account of _____ (Builder Name) for the purpose of construction of improvements in accordance with construction documents approved by the Architectural Control Committee, Mineral Springs Plantation Homeowners Association, Inc., in connection with Lot _____, Address: _____ Mineral Springs Plantation, Property Owners _____ (Names).

All drafts shown hereunder must be marked "Drawn under letter of Credit # _____ of _____ (Builder Name) and "Mineral Springs Plantation Architectural Control Committee, Mineral Springs Plantation Homeowners Association, Inc. dated _____." Drafts drawn pursuant to this Letter of Credit must be accompanied by a certification of default.

We hereby agree that drafts drawn under and in compliance with the terms of this Letter of Credit will be duly honored at _____

(bank name and address) on or before _____ (expiration date).

This letter of credit # _____ shall be automatically extended for successive six (6) month periods of time from the above expiration date, or any future expiration date, unless at least ninety (90) days prior to an expiration date, we notify you in writing by certified mail, return receipt requested that we elect not to renew this Letter of Credit for such additional period.

Sincerely yours,

(Your Financial Institution)

NEIGHBOR NOTIFICATION FORM FOR ARCHITECTURAL REVIEW

This notice is to inform you that a property owner near your lot has submitted an Application for architectural review to the Mineral Springs Plantation Architectural Control Committee (the "ACC"). Summary information regarding this Application is provided below:

Lot number(s) and address involved in this Application _____

Property Owners _____

Type of project:

Initial Construction Modification to Existing Home Landscaping Other

Summary of project to be undertaken:

While neighbor approval is not required for ACC approval, the ACC will entertain any comments from homeowners affected by this Application.

If you would like to comment on this Application, you must do so within ten (10) calendar days of receipt of this notice. You may submit your comments to:

Mineral Springs Plantation Architectural Control Committee
c/o Secretary
13709 Kalmbacks Mill Drive
Fredericksburg, Virginia 22407
secretary@mineralspringsplantation.org

For the ACC:

Signature

Date

Printed Name

**AUTHORIZATION
TO PROCEED WITH CONSTRUCTION**

The Mineral Springs Plantation Architectural Control Committee (“ACC”) has reviewed the following proposed project submitted by:

Name _____

Lot No(s) and Address _____

Project Scope of Work: _____

Date Approved Proposal Submitted: _____

and has determined that:

- the project described in the proposal complies with the architectural standards specified in the Deed of Dedication and Covenants of Mineral Springs Plantation subdivision and Architectural Control Policy; and
- the property owner has submitted the required refundable fees, letter of credit and bond (if any); and
- the property owner is authorized to proceed with construction of the project described in the approved proposal. **Any changes to this proposal must receive prior written approval from the ACC before construction.**

This authorization relates to aesthetic architectural standards only and does not indicate any opinion on engineering soundness, building code requirements, zoning, safety standards or any other standard, law or regulation. As owners you acknowledge responsibility for obtaining all construction permits and agree that all applicable Spotsylvania County codes, zoning ordinances, inspection requirements, etc., will be fully complied with.

As the property owners, you also acknowledge that, you accept all responsibility and liability for any accidents, injuries, design or construction problems and the like, from the construction and operation of your proposed project. By approving your proposal, the ACC and Mineral Springs Plantation HOA accept no liability or responsibility for any injury, damage or loss during the construction process or in the utilization of your constructed space after completion.

Also, please be reminded that the following construction guidelines are required by the HOA Deed of Dedication and Covenants:

- The project's scope of work must be completed within twelve months after construction commences. (Note: Please advise the HOA Secretary when construction starts and the estimated completion date.)
- During the construction, the Owner shall require the contractor to maintain the building site in a safe and reasonably clean and uncluttered condition.
- No trailer or other structures of temporary character shall be permitted unless approved by the ACC.
- Within one month after the completion of construction, all debris, waste material, excess material and equipment shall be removed.

- Within one month after completion the project site shall be landscaped and any bare earth seeded except during periods from November 1 through March 15.
- Proper erosion prevention methods must be used to avoid erosion at all times, both during construction and after construction has been completed

Post-Construction Requirements for Final Architectural Approval

When construction is complete and within 10 days of receiving final permits from Spotsylvania County, please submit the following documentation to the Secretary for the HOA records and the scheduling of an ACC inspection:

1. Copy of the final Spotsylvania County occupancy inspection and acceptance report.
2. [Other].

If you accept the above approval, terms and conditions, please indicate your agreement by signing below.

MINERAL SPRINGS PLANTATION HOA
ARCHITECTURAL CONTROL COMMITTEE

PROPERTY OWNER(S)

Signature

Signature

Printed Name

Printed Name

Date

Signature, joint owner (if applicable)

Signature

Printed Name, joint owner (if applicable)

Printed Name

Date

Date

cc: Secretary

**MINERAL
SPRINGS
PLANTATION**
HOMEOWNERS ASSOCIATION
Fredericksburg, Virginia
Est. 1988

**NOTICE OF VIOLATION
OF ARCHITECTURAL STANDARDS**

Lot number(s) and address in violation _____

The Mineral Springs Plantation Architectural Control Committee (“ACC”) has determined that the above lot(s) are not in compliance with all architectural standards and control policy of Mineral Springs Plantation. The violation(s) are listed below:

You have fifteen (15) calendar days from receipt of this notice to indicate your intention to correct the violation or to appeal this determination with the ACC and/or Board of Directors. If you intend to correct the violation, you must do so within fifteen (15) days of the date of this notice, unless if the ACC agrees to grant you a longer period of time. Failure to meet these deadlines can result in the commencement of a lawsuit against you to correct the violation and/or entry onto your property by the Association or it agents to make the correction at your expense.

Appeals or other correspondence may be sent to:

Mineral Springs Plantation Architectural Control Committee
c/o Secretary
13709 Kalmbacks Mill Drive
Fredericksburg, Virginia 22407
secretary@mineralspringsplantation.org

For the ACC:

Signature

Date

Printed Name

cc: Secretary
Treasurer

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CERTIFICATE OF FINAL ARCHITECTURAL APPROVAL

The Mineral Springs Plantation Architectural Control Committee ("ACC") has reviewed the completed construction described in the Application submitted by:

Name _____

Lot No(s) and Address _____

Date Submittal Approved _____

and has determined that the project as constructed meets all architectural standards of Mineral Springs Plantation.

The property owner is entitled to a refund of all deposit monies submitted. The property owner is also entitled to cancel any construction bonds associated with this project.

For the ACC:

Signature

Date

Printed Name

Signature

Date

Printed Name

cc: Secretary
Treasurer

;

APPENDIX C
REFUNDABLE FEE SCHEDULE

**MINERAL
SPRINGS
PLANTATION**

HOMEOWNERS ASSOCIATION
Fredericksburg, Virginia
Est. 1988

**REFUNDABLE FEE SCHEDULE
FOR ARCHITECTURAL REVIEW**

Type of Project	Refundable Application Fee	Refundable Deposit Required	Bond/Letter of Credit Amount
Initial Construction of a New Home or other Structure Exceeding \$100,000	\$300	\$5,000	Value to complete exterior of home and any features visible from the roadways or any neighboring owner or a maximum of \$25,000.
Exterior Remodeling of an Existing Home or other Structure Exceeding \$100,000	\$300	\$5,000	Value to complete exterior of home and any features visible from the roadways or any neighboring owner or a maximum of \$25,000.
Exterior Remodeling of an Existing Home or other Structure Less than \$100,000	\$100	2% of total construction cost	None
Swimming Pool Installation	\$100	2% of total construction cost	None
Garage or other Outbuilding	\$100	2% of total construction cost	None
Major Landscaping Improvements	\$10	1% of total installation cost	None
Minor aesthetic items not included in another type of project, such as mailbox, door, exterior house color, moulding, tree removal, shed, waiver of standards, etc.	\$0	n/a	None