

**QUINCE ORCHARD PARK  
ARCHITECTURAL CHANGE REQUEST  
DESIGN REVIEW INSTRUCTIONS**

The Declaration of Covenants requires that you submit an Architectural Change Request (ACR) to the Architectural Control Committee (ACC) for approval of all proposed exterior additions, changes or alterations to your house and lot. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from The Management Group prior to submission of an application.

**EACH REQUEST REQUIRES A SEPARATE ACR.**

Applications can only be accepted from the registered owner(s) of the property.

Unless specifically noted in the design review application and approved by the ACC, all improvements, changes or modifications requested must be completed in accordance with the most recent approved Design Guidelines for Quince Orchard Park Community Association. These are available on the community website ([www.quinceorchardpark.com](http://www.quinceorchardpark.com)) or contact TMGA at 301-948-6666 to obtain a copy.

**Do NOT** begin construction, enhancement or completion of your planned project without written receipt of an approved application. **Do NOT** deviate from your approved application as submitted.

**Construction or alterations made without approval may result in additional expenses to you, including but not limited to: having to return the property to the original condition, or enforcement fines based on the Association's documents and policies. You can find the Fining Schedule at: [OO Fining Schedule](#)**

**ATTACHMENTS REQUIREMENTS: All attachments must be submitted together in ONE ACR**

1. Provide all information that will help the ACC make a decision.
2. Accurate descriptions and details.
3. Information such as manufacture's name, styles, dimensions, materials, colors, location, shape, etc.
4. Include plans, specifications, sketches, photos or catalog illustrations.
5. Label all pictures and drawings included to indicate the relationship they have to the project.

**MAKE SURE YOUR APPLICATION IS COMPLETE:**

A complete ACR includes all information needed by the ACC submitted together in **one** document. Separate attachments will not be considered part of a complete ACR.

- If your ACR is returned incomplete, you can resubmit a new ACR to TMGA along with the additional necessary information for reconsideration.
- In such case, the ACC's review period will not commence until **all** required submissions have been **provided in one document** and your ACR may be returned to you. Other exhibits may be requested to permit adequate evaluation of the proposed change.
- ACRs must be received by The Management Group Associates (TMGA) no later than 10 days before an ACC meeting to be reviewed at that meeting. ACRs received less than 10 days before a meeting will be reviewed at the next meeting. The ACC meets on-line the first Monday of each month at 7:30 pm. Notify TMGA if you want to attend a meeting.
- After your ACR has been reviewed by the ACC, you will receive an email and a written record of the outcome. If your ACR is approved, this paperwork should be stored with your resale documentation and passed to future owners.
- If your ACR is denied you will be notified by email and in writing by TMGA along with any additional information or, action you must take.

**In addition to this process, homeowners are responsible for obtaining any required City, State and/or Federal permits.**

**QUINCE ORCHARD PARK  
ARCHITECTURAL CHANGE REQUEST  
DESIGN REVIEW APPLICATION**

**To:** Architectural Control Committee  
Quince Orchard Park Community Association  
c/o The Management Group Associates  
20440 Century Boulevard, Suite 100  
Germantown, MD 20874  
Email: [tmgainc@tmgainc.com](mailto:tmgainc@tmgainc.com)

**Checklist of Attachments:**

\_\_\_\_\_ Plans, Photos, Drawings, etc.  
\_\_\_\_\_ Application Requirements

Homeowner's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address of Modification: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Homeowner's Name: \_\_\_\_\_

Email: \_\_\_\_\_

**Construction of alterations without ACC approval may result in additional expenses to you. The Fining Schedule can be found at [OO Fining Schedule](#).**

**Details for Proposed Change (please print or type):**

- Concise, complete and accurate description for all proposed improvements, alterations, or changes to your lot or home.
- Provide all information that will help the ACC make a decision.  
Information such as manufacture's name, styles, dimensions, materials, colors, location, shape, etc. (bullet points acceptable)

**NOTE: Any comments/drawings submitted are deemed by the ACC as a CLEAR representation of your intent to build. Any and all changes from the approved design and the actual construction need to be resubmitted by your neighbors and for review by the ACC. Failure to do so could result in your application being VOID.**

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**REQUIRED: SURROUNDING HOMEOWNER’S SIGNATURES**

Signatures of surrounding homeowners indicates an **awareness** of your proposed change and does not constitute approval or disapproval on their part.

- Signatures of all homeowners whose lot surround your home that may be affected by this change (left, right, front and back).
- An ACR submitted without signatures may require The Management Group Associates (TMGA) to notify these owners at an additional cost to you of \$10 per address. If you are unable to obtain a required signature, contact TMGA for help.
- Indicate below if you do not have a neighbor on any side of your home.

**SURROUNDING HOMEOWNERS:** If you have any additional comments or concerns that you would like the ACC to consider when reviewing this ACR, please send them to the QOP ACC c/o The Management Group Associates by email to [TMGAInc@TMGAInc.com](mailto:TMGAInc@TMGAInc.com) or by fax to (301) 948-6663.

**REQUIRED: SIGNATURES OF CONNECTING HOMEOWNERS ARE REQUIRED HERE and BELOW IN THE DUPLEX/CONNECTING HOME SECTION**

See explanation and signature lines below.

Homeowner’s Name: \_\_\_\_\_ Homeowner’s Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Homeowner’s Name: \_\_\_\_\_ Homeowner’s Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**SIGNATURE REQUIREMENT**

**DUPLEX /CONNECTING HOMES SIGNATURE REQUIREMENTS:** Certain exterior modifications as roof replacement or certain color schemes, such as shutters or trim, require **APPROVAL AND AGREEMENT** due to shared structural elements.

**DUPLEX/CONNECTING HOMEOWNERS:** By signing below, you are indicating your **AWARENESS, APPROVAL and COMMITMENT** to use the same materials and/or colors specified in this ACR if you update the same.

**PROPERTY HOMEOWNER’S**

Signature: \_\_\_\_\_

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

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

**PROPERTY HOMEOWNER’S**

Signature: \_\_\_\_\_

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

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

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Homeowner's Acknowledgments (Homeowner MUST initial each line):

I/we understand and agree:

1. \_\_\_\_\_ that approval by the ACC shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. \_\_\_\_\_ that approval by the ACC shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
3. \_\_\_\_\_ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the ACC to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. \_\_\_\_\_ that no work on the proposed change shall begin until written approval of the ACC has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, I may be required to pay all legal expenses incurred and may be subject to the Association's enforcement policies.
5. \_\_\_\_\_ that **ANY VARIATION/DEVIATIONS NO MATTER HOW SMALL** from the plans, specifications and locations approved by the ACC from the original application must be resubmitted for approval, and any previous approvals are void.
6. \_\_\_\_\_ that I authorize members of the ACC or managing agent to enter upon my Property to make one or more routine inspection(s).
7. \_\_\_\_\_ that construction or alterations in accordance with the approved plans and specifications must be completed within 12 months of the approved date, otherwise the approval by the ACC shall be deemed conclusively to have lapsed and to have been withdrawn. A new ACR will need to be submitted.
8. \_\_\_\_\_ that it is my responsibility and obligation to check for and obtain all required building permits from the City of Gaithersburg, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. \_\_\_\_\_ that I am responsible for any damage and all cost to repair green space or community property that result from the proposed modification.
10. \_\_\_\_\_ that if this application includes the construction of, or modification to, a deck that the railing must conform to the community architectural guidelines including that it must have decorative post caps (finials) and that the railing and railing posts must be of white material or painted/stained white. Any exception to this must be explicitly identified and approved in this application and stated as a proposed exception.
11. \_\_\_\_\_ that I am responsible to obtain any and all City, State, or Federal permits required for this work independent of this approval process. The approval of an application does not, in any way, give permission to skip checking with and following all requirements.

Homeowner's Signature: \_\_\_\_\_

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

Co-Homeowner's Signature: \_\_\_\_\_

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