

**CARISBROOKE HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW BOARD**

Architectural Modification Completion Notification (AMCN)

This form must be mailed back/emailed back to the Architectural Review Board (ARB) c/o Rosewood Management, 3900 Jermantown Road, Suite 470, Fairfax, VA 22030 or arcdept@rosewoodmcs.com, within 10 days of completion of the approved changes. If the ARB fails to receive this form within 90 days, it may conduct an inspection to determine if the modification has taken place. Upon completion of inspection, a copy of this form will be sent to the Homeowner. **Important Note:** all approvals for modification not completed within 6 months are considered void and the homeowner must reapply for the approval to the ARB

Name: _____

Address: _____

App. # _____

RE: _____

Approval Date: _____

This is to give notice to the **Architectural Review Board** that the Architectural Modification(s) listed above has been completed and is ready to be reviewed by an ARB member. I understand that the purpose of this review is to ensure that the Architectural Modification completed compares favorably with the Architectural Modification application that was submitted and approved. I further understand that in the event of the Modification completed does not comply with the application submitted and/or the standards set forth in the Homeowner Handbook, enforcement procedures shall be initiated as indicated in Homeowner Handbook and Association By-Laws.

Date: _____ Homeowner Signature: _____

For ARB use only: Architectural Board Completion Status

The completed Architectural Modification noted above has been inspected by the Architectural Review Committee and compared to the application submitted by the Homeowner. It has been determined that the Modification

- has been installed/constructed as presented in the application as submitted.
- has **not** been installed/constructed as presented in the application submitted and/or in compliance with the standards set forth in the Homeowner Handbook (see comments below).
- has **not** been installed/constructed as presented in the application submitted by the homeowner, however, the modification has been accepted with the approvable modification(s) to the application as listed below

Verified By: _____ Date: _____

Comments: _____