

September 23, 2020
Oakland Mills Community Association
Exterior Alterations Application Process update for Covid-19 restrictions

Thank you for your patience over the past few months during the COVID-19 shutdowns and now our “almost normal” re-opening” of our Covenant process.

Exterior Alteration Applications (EAA) will be handled electronically for the foreseeable future. The primary method is through email to applications@oaklandmills.org . A confirmation receipt will be provided within 3 days from the date we receive your application.

If you do not have email access please contact the village manager, Sandy Cederbaum, at 410-440-5866. Please leave a verbal message and we will contact you and arrange for an alternative method to receive your application.

All applications submitted must be fully complete to be accepted and scheduled before the Resident Architecture Committee (RAC) meeting. **Neighbors signature are not being required due to physical distancing guidelines.**

All applications must contain: a completed EAA form signed by the property owner, pictures of the property and the affected area of the proposed project, samples for proposed materials (color swatch, photos, or manufacturers or product brochure pages/links.) Applications need to include complete descriptions, including color, style, dimensions, and any other details needed to clarify the project. Drawings for each view/elevation of the project are strongly recommended and are necessary for projects such as decks and other additions.

Additionally, a site plan (plat) is required for tree removal, fences, and any other project that changes, in any way, the footprint of structures on the property. Photographs of trees requested for removal and other existing trees on the property are recommended. Please review the architectural guidelines which can be found on <https://oaklandmills.org/covenant-info-2/important-forms/> for details.

RAC meetings are held the 1st and 3rd Thursday of each month at 7:30 p.m. on Zoom. Meeting links are provided to applicants the week of the meeting in which the application will be reviewed. The link and applications being reviewed will also be posted on our website <https://oaklandmills.org/covenant-info-2/changes-to-property-rac/>
We are now adhering to the application submission deadlines and review dates that are posted on the web at the link listed above.

It is the homeowner’s responsibility to provide complete documentation for an application. The covenant advisor or village manager (acting as covenant advisor) are available to provide assistance in the form of advice, photos, or documentation on file. Any documents provided from Oakland Mills’ records or by the covenant advisor or village manager are for application clarification purposes only.

Please email applications@oaklandmills.org with all questions. Though we are working remotely we are ready and able to assist residents to the best of our ability.