

## Exterior Alteration Application Process update for Covid-19 restrictions – Oakland Mills Community Assoc.

Effective June 15, 2020

Thank you for your patience over the past few months due to COVID-19 shutdowns and now as we slowly begin to re-open our Covenant processes.

**Exterior Alteration Applications (EAA)** will be handled electronically for the foreseeable future. The primary method of submission is through email to [applications@oaklandmills.org](mailto:applications@oaklandmills.org). Confirmation of receipt will be provided within 3 business days from the date we receive your application.

If you do not have email access, please leave a message by phone at The Other Barn 410-730-4160. We will contact you to arrange another method of submission and processing following safe social distancing guidelines.

All applications submitted must be **fully complete** to be accepted and scheduled for Resident Architectural Committee (RAC) Meeting. Neighbors signatures are **not** being required due to social distancing guidelines.

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

Additionally, a site plan is **required** for tree removal, fences, and any project that changes, in any way, the footprint of structures on the property. Please review the Architectural Guidelines which can be found on <https://oaklandmills.org/covenant-info-2/important-forms/> for details.

RAC meetings will be held virtually through Zoom. Meeting link will be provided to applicants and available on our website <https://oaklandmills.org/covenant-info-2/changes-to-property-rac/> along with the list of applications scheduled for review. Our regular schedule for RAC meetings are the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month at 7:00 p.m. However, due to the volume of applications we will be holding additional meetings.

Applications will be reviewed in the order that we receive them. We will inform you of the date the application will be reviewed. All applications will be reviewed within 60 days from the date we receive and record the complete application.

It is the homeowner's responsibility to provide complete documents for an application. The covenant advisor may provide assistance in the form of advice, photos, or documents. Any documents provided from Oakland Mills' records or by a covenant advisor are for application clarification purposes only.