

IMPORTANT INFORMATION REGARDING EXTERIOR ALTERATION APPLICATIONS

Thank you for your understanding over the past year as we navigated Covid 19. We are proud that we successfully responded to all covenant inquiries and handled a record number of Exterior Alteration Applications (EAA). We continue to hold our Resident Architecture Committee meetings virtually and will continue to do so until further notice. Our virtual meetings have proved to be very effective for the applicants and for our volunteer committee. We've had most applicants attend virtual meetings, which is very important as we review applications.

Our covenant staff continues to work hybrid hours and are easy to reach via email and phone. Contact information listed below.

We will only accept EAAs that are fully complete. Unfortunately, we have received many incomplete applications, which we are unable to review. All applications must contain the required information for our committee to review and vote. The Oakland Mills Architecture Guidelines spell out exactly what is required for all application submittals based on the exterior alteration that is applied for.

If we receive an incomplete application, our covenant advisor for applications will let you know what is missing from the application packet and will let you know the deadline for submittal so that we can review your application. Incomplete applications will not be scheduled for review until the submission is complete. **Delay in providing a complete application can result in the application being denied due to lack of information.**

If you have questions regarding how to obtain the necessary information, please contact our [covenant advisor](#). We are here to help and provide guidance through the application process.

SITE PLANS: Many applications require a site plan. As a first step in obtaining a site plan please check the documents that you received at closing or may have available from a prior application. If you cannot obtain a site plan, please let our covenant advisor know and we will assist with locating a site plan for your property.

ACKNOWLEDGEMENT SIGNATURES: We encourage signatures for neighbors; however, due to the ongoing pandemic, they are currently not required. If you can find a Covid-safe way to share the application and obtain signatures, please do so.

CONTACT US

Office Phone: 410-730-4610

Or email:

- Covenant Advisor for Applications, Michael Vaughn, applications@oaklandmills.org
- Covenant Advisor for Property Concerns, Karina Caico, propertyconcerns@oaklandmills.org
- Covenant Advisor for Letters of Compliance, Carrie Wenzholz, LOC@oaklandmills.org
- Village Manager, Sandy Cederbaum, manager@oaklandmills.org