

## **IMPORTANT INFORMATION REGARDING EXTERIOR ALTERATION APPLICATIONS**

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 can not obtain a site plan, please let our covenant advisor know and we will assist with locating a site plan for your property.

**ACKNOWLEDGEMENT SIGNATURES:** Affected and surrounding residents' signatures indicate awareness only and do not represent approval or disapproval of your alteration.

### **Contact Us:**

**Office Phone: 410-730-4610**

Covenant Advisor for Applications, Michael Vaughn, [applications@oaklandmills.org](mailto:applications@oaklandmills.org)

Covenant Advisor for Property Concerns, Karina Caico,  
[propertyconcerns@oaklandmills.org](mailto:propertyconcerns@oaklandmills.org)

Covenant Advisor for Letters of Compliance, Carrie Wenholz, [LOC@oaklandmills.org](mailto:LOC@oaklandmills.org)

Village Manager, Brigitta Warren, [manager@oaklandmills.org](mailto:manager@oaklandmills.org)