

**SNOWDEN OVERLOOK
PROCEDURES FOR
EXTERNAL ALTERATIONS**

MAY 2011

Snowden Overlook Procedures for Exterior Alterations

Unit owners, who are considering an exterior alteration to their unit, should review and follow the Guidelines of their condominium and the Guidelines of Long Reach Village. Once an application has been recommended for approval by your condominium board and approved and signed by a SOCA Architectural Representative of the SOCA Board, the Long Reach Architectural Committee will become the final reviewing authority for architectural changes. All applications will be handled in the most expeditious manner.

Application Preparation

1. The Unit Owner submits 2 copies of the Long Reach Exterior Alteration Application form and a dated routing slip with log in identification consisting of your street address number and abbreviation of its name. Follow your condominium's guidelines to submit this application package to your Condominium Board, Condominium Architectural Advisory Committee or Management Company for processing. The form and routing slip are available at our Clubhouse. The form is also available on the Snowden Overlook website at www.snowdenoverlook.com and the Long Reach Village Center website at www.longreach.org. The application will be considered for recommendation of approval at the next scheduled open session board meeting of your condominium or within 35 days of submission. The SOCA Architectural Representative of the SOCA Board should be notified by your condominium board to attend this meeting and must sign both copies of the application and the routing slip within 72 hours after the condominium board meeting. If the SOCA AC Representative is unavailable, the Unit Owner should forward the application package, with a signed recommendation of approval by their condominium board, to the SOCA Architectural Committee [SOCAAC]. The SOCAAC should put this application on the agenda for the next open board SOCA meeting. The Unit Owner should plan to attend to support the request for changes. All approvals and denials should be announced at the next open condo meeting.

1A. A Unit Owner's architectural application may have significant impacts beyond the Unit Owner's condominium. Therefore, the SOCA Architectural Representative may refer said application for consideration to the entire SOCAAC. This should take place at the next open meeting of the SOCA Board or the SOCA Board may wish to convene a review at the next open working session of the SOCA Board.

1B. For applications for architectural changes not originated by a Unit Owner but by an individual condominium board, the entire SOCAAC shall have original and exclusive jurisdiction for the approval or denial of the application.

- a. An application and a routing slip with a signature for recommendation of approval from the condominium board will be submitted at least 2 weeks before the next open SOCA Board meeting.
 - b. The SOCA Board will include a notice of the application in their agenda for the next meeting.
 - c. A representative of the condominium's board should be at the SOCA Board meeting to answer any questions.
2. The condominium's SOCA Architectural Representative or a SOCAAC member will sign and date both copies of the application and the routing slip. The application will be returned to the Unit Owner. The SOCAAC will return the routing slip to the Clubhouse to be recorded.
3. The Unit Owner will be responsible for taking the approved application to the Long Reach Village Center for final approval. Unit Owners should ensure a copy of the approved application from Long Reach is provided to the Clubhouse Office.
4. Under the SOCA Declaration (7.12), if the condominium board or the SOCAAC Representative fails to approve or disapprove the application within 90 days, the applicant may submit a written notice to the SOCAAC advising the SOCAAC of failure of the condominium board and/or the SOCAAC Representative to act. Note, however, that the SOCA Board has set a target of 35 days for this step. If the SOCAAC fails to approve or disapprove the application within 45 days (with a target of 20 days) after the receipt of said notice from applicant, the application shall be deemed approved and can be submitted by the applicant along with his notice letter to the SOCAAC to Long Reach Village Center for final approval.

Appeal Process

In the event the Unit Owner's condominium board or the SOCAAC Representative denies the application, the Unit Owner may appeal this decision at the SOCA Board level. If the SOCA Board denies the appeal, the application is then closed.

Appeal Procedures

1. If the applicant disagrees with the recommendation of the condominium board or the SOCA Architectural Representative's decision, the following process should be followed for an appeal of that action:

a. The applicant must file a written request for appeal to the Snowden Overlook Community Association Board of Directors (SOCABOD) within 10 days after receipt of notice of denial. The written request must be sent to:
The Snowden Overlook Community Association Board of Directors
8700 Endless Ocean Drive, Columbia , MD 21045

b. The SOCABOD will set a date for review of the application and will notify the applicant and the applicant's condo board. The applicant and a representative of his condominium board shall be present at the appeal. The SOCA Board Representative of the applicant's board shall recuse himself from the decision process of the SOCABOD.

c. The SOCABOD shall render a decision in writing within 10 days of the appeal. This decision shall be final and binding on all parties. The failure of the SOCABOD to render a decision within said 10 day period shall be deemed a decision in favor of the appellant.

Filing and Tracking

1. The routing slip will have spaces for a log in number [the address], date, and signatures of approval or denial by the condominium board and the SOCAAC Representative and a brief description of the work to be done. Long Reach Village Center will have a database for tracking the action by the log in number they assign.

2. The original approved application will stay on file at the Long Reach Village Center. The Unit Owner will receive a copy for their personal file. A database will be created by address and updated in the clubhouse office for tracking purposes.