

The Brownstones at Park Potomac Homeowners Association Application to Serve on Architectural Review Board (ARB)

On behalf of the Brownstones community, the Architectural Review Board (ARB) reviews and approves, modifies or declines to approve all proposed changes, replacements and improvements to the exterior of the Brownstones townhouses. The ARB considers applications from homeowners and makes its decisions in accordance with the Brownstones HOA's Declaration of Covenants and the ARB's architectural guidelines.

- The ARB Chair and members shall be appointed by the Brownstones HOA Board for a term of one year, renewable annually with the consent of the member and the HOA Board.
- To enable the ARB to make decisions quickly so that homeowners can proceed with their approved improvements, the ARB will consist of between 3 and 5 members.

Candidate Selection Criteria for these volunteer positions include the following:

- ARB members shall be (or quickly become) knowledgeable about ARB approval requirements, policies and past "case law" and established approval standards for, e.g., replacement windows, roof replacement and paint colors.
- ARB members commit to applying established requirements equitably to all applicants.
- ARB members undertake to make their majority approval/denial decisions expeditiously, so that homeowners' construction plans are not unduly delayed.
- ARB members commit to work effectively as a team, and to be tactful, responsive and helpful in their relationships with homeowners submitting applications for approval.

APPLICATION FOR THE ARCHITECTURAL REVIEW BOARD:

1. Your name and address

2. Your email and phone number

3. Why do you wish to serve on the Brownstones HOA Architectural Review Board?

4. Are there any issues in meeting the selection criteria for this volunteer position?

Please email to Shireen Ambush: sambush@abarisrealty.com by May 15, 2020

The Brownstones at Park Potomac Homeowners Association Application to Serve on Landscaping Committee

The Landscaping Committee exercises oversight over the HOA's landscaping and snow removal contractor on the Board's behalf, seeks and receives the contractor's recommendations on landscaping changes, improvements and replacements and makes recommendations to the Board on proposals submitted by the contractor.

Working within its Board-approved budget, this committee's main objective is to maintain and, where needed, sustain and improve the beauty of the community's landscaping through recommendations to the HOA Board and supervision of the landscaping contractor. Committee members do not have approval authority; they present all landscaping proposals to the HOA Board for approval, including each proposal's cost and impact on the annual Board-approved landscaping budget.

- The Landscaping Committee Chair and members shall be appointed for a term of one year, renewable annually with the consent of the member and the HOA Board.

Candidate Selection Criteria for these volunteer positions include the following:

- Landscaping Committee members shall be (or shall quickly become) knowledgeable about the committee's standards, programs (including the "front yard renovation program") and the committee's past and current agreements with the Brownstones' landscape contractor.
- Committee members commit themselves to be available for frequent on-site meetings with the landscape contractor during working hours in the Spring-to-Fall landscaping season, and for inspections of the contractor's snow removal performance during Winter.
- Committee members commit to work effectively as a team, and to be tactful, responsive and helpful in their interactions with homeowners and residents.

APPLICATION FOR THE LANDSCAPING COMMITTEE:

1. Your name and address

2. Your email and phone number

3. Why do you wish to serve on the Brownstones HOA Landscaping Committee?

4. Are there any issues in meeting the selection criteria for this volunteer position?

Please email to Shireen Ambush: sambush@abarisrealty.com by May 15, 2020