



3175 Sedgewick Drive · Waldorf, Maryland 20603 · (240) 419-3193 · www.CharlesCrossingHoa.com

April 27, 2016

Dear Residents,

The purpose of this email is to inform you of the required procedures to make exterior alterations for your home. Please note that you must have an approval from the HOA and the Charles County. Having an approval from the Charles County does not automatically guarantee approval from HOA. Please be reminded that all applications will take up 4-6 weeks for approval.

Below are the following procedures required for a completed AECC application:

1. County building permits are required for certain permanent alterations/improvements such as decks, porches, additions, etc., to ensure construction is within building/safety codes. We encourage you to contact the Charles County Department of Planning and Growth Management (301- 645-0692) before finalizing plans and completing an application. Again, approval from Charles County does not guarantee HOA approval. **You must submit an application to HOA!**
2. Come into the office and pick up an AECC guideline and an Exterior Alteration application or go to charlescrossinghoa.com and download the forms. The application must be completed with all of its necessary attachments and required signatures.
3. After HOA receives your application and materials and it is approved, you will receive a letter of approval from HOA to begin the building process. Final approval will be granted once the improvements have been completed and final inspection has been done.

If you have any questions or concerns please contact us.

Thank you,

A handwritten signature in blue ink, appearing to read "Amanda Jenkins", with a long horizontal flourish extending to the right.

Amanda Jenkins
Property Manager
Charles Crossing HOA