

# ARCHITECTURAL CHANGE REQUEST FORM INSTRUCTIONS

Please follow the instructions carefully to prevent delays in processing and approval.

- 1) ALL applications must be sent in via U.S.P.S. to the address provided.
- 2) Provide ALL of the required information requested on the following pages.
- 3) Be as specific as possible.
- 4) If your project consists of multiple improvement projects, please submit each project on a separate form.
- 5) You will be notified in writing of the decision of the Board of Directors **within forty-five (45) days of receipt of your completed documents**. By approving this request, the Board of Directors and Coventry Group are not assuming any responsibility for the safety, construction, operation, maintenance, accident, injury or claim that may arise throughout any stage of this change or thereafter.

**\*\* To avoid incurring fines, DO NOT begin construction or modification until you have received this approval from the Board\*\***

## SUBMISSION CHECKLIST:

- ☐ Application
- ☐ Supporting documentation (pictures, plat, etc.)

Please send packet to:

Brookland Heights HOA  
c/o Coventry Group Community Management, Inc.  
P.O. Box 2580  
Winchester, VA 22604

**BROOKLAND HEIGHTS HOMEOWNERS ASSOCIATION, INC.**  
**ARCHITECTURAL CHANGE REQUEST FORM**

Name \_\_\_\_\_

Property Address \_\_\_\_\_

Owner's Mailing Address (if different) \_\_\_\_\_

City, State, Zip (if other than Winchester) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Summary of Proposed Change \_\_\_\_\_

DESCRIPTION of PROPOSED EXTERIOR CHANGE OR ALTERATION: Please attach a detailed description of all improvements, alterations or changes you are proposing to your lot or home. In order for the Board of Directors to make a decision, please include color(s), size(s), specifications, materials, location and any other pertinent information. Please be as specific as possible. On the back of this form or on a separate sheet of paper, sketch the proposed alteration, as it will appear when completed. You will be notified in writing of the decision of the Board of Directors within forty-five (45) days of receipt of your completed documents. By approving this request, the Board of Directors is not assuming any responsibility for the safety, construction, operation, maintenance, accident, injury or claim that may arise throughout any stage of this change or thereafter.

Estimated Beginning Date \_\_\_\_\_ Estimated Date of Completion \_\_\_\_\_

I understand that approval of proposed change(s) does not relieve me of the responsibility for obtaining any and all necessary Building Permits, Variances, and/or observing all local zoning ordinances. If approved by the Board of Directors, I agree to make the changes under the terms and conditions as specified in the approval document. I understand that all improvements must be on my property or property lines. I agree to accept responsibility for any and all disturbance or damage to Association's property by either my contractor(s) or myself.

Signature of Homeowner \_\_\_\_\_ Date \_\_\_\_\_

**SUBMIT COMPLETED DOCUMENTATION TO:**

BROOKLAND HEIGHTS HOA  
c/o Coventry Group Community Management, Inc.  
P.O. Box 2580  
Winchester, VA 22604

**BOARD OF DIRECTORS USE ONLY:**

Your request for the above addition or alteration has been:

Date Received:

\_\_\_\_\_ Approved without exception

\_\_\_\_\_ Approved with the following terms and conditions: \_\_\_\_\_

\_\_\_\_\_ Denied for the following reason(s): \_\_\_\_\_

By:

Signatures

Printed Names

Date
