

ARCHITECTURAL CHANGE REQUEST FORM INSTRUCTIONS

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

- 1) ALL applications can be mailed via U.S.P.S. or via email.
- 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:

Cross Creek Village HOA
c/o Coventry Group Community Management, Inc.
P.O. Box 2580
Winchester, VA 22604

Cross Creek Village Homeowners Association, Inc.
Architectural Review Committee (ARC) Changes Application

The Bylaws and Guidelines & Procedures of Cross Creek Village Homeowners Association, Inc. requires the Board of Directors approval for any additions, changes, modifications or new attachments to houses of the Homeowners.

Architectural Changes includes, but is not limited to the following:

- Enclosure of Back Porches
- Additions of Awnings
- Rear Deck Railings
- Patios or Fences
- Changing or Modifying Doors or Shutters to include color
- Changing Vinyl Color & Roofing Shingles Color

Submit request in writing to ARC Committee Chairperson in triplicate.

Name: _____ Date: _____ Lot #: _____

Address: _____

Email Address: _____

Telephone #'s: _____ (land line) _____ (cell)

Description of Change: (Provide detailed plans and/or diagram on separate sheet.) *For patio or fence request, include a copy of the survey lot plat showing the property boundaries with this application form.

If work is to be done by an outside contractor, provide information:

Company Name: _____ Contact Person: _____

Address: _____ Telephone #: _____

ARC Committee: Received by _____ Date: _____

Presented to Board of Directors on this date: _____

Board Action: () Approved () Denied () Further Information Needed Date: _____

The following conditions/contingencies should be met.

Board of Directors Signature: _____ Date: _____

A copy of Application returned to Homeowner on: _____

*After approval, work must be completed within ONE YEAR, or you must resubmit your request.
To avoid incurring violation charges, DO NOT begin work until written approval is received.*



Construction to start: _____ (Per Resident's Notification)

Final Inspections by: _____ Date: _____