

ARCHITECTURAL CHANGE REQUEST FORM INSTRUCTIONS

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

- 1) ALL applications may be sent in via U.S.P.S. to the address provided below or via email to admin@coventrygrp.com
- 2) Provide ALL of the required information requested on the following pages.
- 3) Be as specific as possible.
- 4) Only 1 improvement per application
- 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.)

If mailing application, please send packet to:

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

Hupp's Ridge
c/o Coventry Group Community Management
P.O. Box 2580 Winchester, VA 22604
540-535-0816 admin@coventrygrp.com

IMPORTANT—PLEASE READ! Please be sure you have provided all necessary information. Incomplete applications will be returned. Plan your projects in advance. The ARB will not be responsible for deadlines. Please submit one (1) improvement per application to avoid confusion and/or project delays.

PLEASE PRINT CLEARLY

Name _____ Lot # _____
Address _____ City _____ State _____ Zip _____
Phone (H) _____ (W) _____ (C) _____
Email _____

START DATE _____ **COMPLETION DATE** _____

PROJECT TYPE: (i.e. Deck, Fence, etc.) _____

Detailed Description _____

ARCHITECTURAL REVIEW BOARD DECISION

- Approved as Submitted**
- Approved Subject to** _____

- Suspended Pending Submission of** _____

- Denied Due to** _____

ARB Chairperson

Date

APPLICATION REQUIREMENTS:

You must submit this information as it applies to complete our application. Your application will be returned to you if you do not submit the required material.

1. Detailed written description of improvement including placement, construction/installation details, etc. (If not provided application will be returned pending additional information.) Be as detailed as possible so that the ARB will be able to clearly understand your intent.
2. Plat/survey of your property/lot. Indicate the location of the proposed change(s) on the plat.
3. Sketch, photo or manufacturer’s brochure showing the design/style of the improvement.
4. Description of materials. Color/finish of the material—include color samples.
5. Architectural plans/drawings (for major additions/improvements); construction details. Elevation and overhead view drawings are required for improvements such as decks, screened porches, etc.
6. Grading plan, if applicable.

NEIGHBOR ACKNOWLEDGEMENT:

You are required to obtain the signature of the two (2) adjacent property owners most affected by the proposed change. Signature by your neighbors indicates an awareness of your proposed change and **does not** constitute approval or disapproval on their part.

Name _____	Name _____
Address _____	Address _____
Lot # _____	Lot # _____
Signature _____	Signature _____

Applicant hereby warrants that Applicant shall assume full responsibility for:

- (i) All landscaping, grading and/or drainage issues relating to the improvements (including replacing bonds or escrows posted by Developer currently in place affecting the lot).
- (ii) Obtaining all required City, Town or County approvals relating to said improvements.
- (iii) Complying with all applicable City, Town or County ordinances.
- (iv) Any damage to adjoining property (including common area) or injury to third persons associated with improvement.
- (v) Applicant hereby states that they have read the ARC guidelines and agree that all work performed will be in compliance with those guidelines.

Signature of Owner

Date

Signature of Owner

Date