

ARCHITECTURAL CHANGE REQUEST FORM INSTRUCTIONS

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

- 1) Only **one** project per application
- 2) Provide ALL of the required information requested on the following pages.
- 3) Be as specific as possible.
- 4) 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 via email or via USPS:

email—admin@coventrygrp.com (this method is preferred)

USPS: Meadowbranch South HOA
c/o Coventry Group Community Management, Inc.
P.O. Box 2580
Winchester, VA 22604

**MEADOWBRANCH SOUTH HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL CHANGE REQUEST FORM**

Owner _____ Property Address _____

Owner's Mailing Address (if different) _____

City, State, Zip (if other than Front Royal) _____

Phone _____ Email _____

Summary of Proposed Change _____

Make sure your application is complete. An application submitted without all required submissions will be considered incomplete. In such a case, the Review Committee's review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change. You will be notified in writing of the decision by the Management Company/Board of Directors **within 45 days of receipt of your completed documents.**

In order to be complete, and considered by the Review Committee, your application must include detailed information describing the proposed change (including plans and specifications, sketches, photos, catalog illustrations, etc. showing the location, nature, kind, shape, color, dimensions, and materials; and a copy of the survey with the location marked).

Description of Proposed Change, only one (1) project per application: (Please type or print legibly)

Describe proposed improvement, alteration, or change to your lot or home. Provide all required details as described above and in the "ARC Guidelines and Standards".

Estimated Beginning Date _____ Estimated Date of Completion _____

By approving this request, the Management Company or 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.

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Owner's Acknowledgments:

I/we understand and agree to the following: (please initial)

1. _____ That approval by the Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. _____ That approval by the Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
3. _____ That approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Committee to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. _____ That no work on the proposed change shall begin until written approval of the Committee has been received by me; that, if work is begun prior to the approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. _____ That there shall be no deviations from the plans, specifications, and location approved by the Committee without prior written consent of the Committee, any variation from the original application must be resubmitted for approval.
6. _____ That I authorize members of the Committee or managing agent to enter upon my Property to make one or more routine inspection(s).
7. _____ That construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date, otherwise the approval by the Committee shall be deemed conclusively to have lapsed and to have been withdrawn.
8. _____ That it is my responsibility and obligation to obtain all required building permits, to contact Miss Utility, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. _____ That I am responsible for any damage and all cost to repair greenspace or community property that results from the proposed modification.

Signature of Homeowner _____

Date _____

SUBMIT COMPLETED DOCUMENTATION TO: email—admin@coventrygrp.com (this method is preferred) or USPS Meadowbranch South HOA, c/o Coventry Group Community Management, Inc., P.O. Box 2580, Winchester, VA 22604

BOARD OF DIRECTORS/MANAGEMENT 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
	_____	_____	_____
	_____	_____	_____