

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 in 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: admin@coventrygrp.com or mail it to

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

MEADOWS EDGE HOA ARCHITECTURAL REVIEW APPLICATION

Directions:

The Declaration of Covenants requires that you submit to the Architectural Review Board for approval of all proposed exterior additions changes, or alterations to your house and lot.

To be considered by the Architectural Review Board, your application must include the following information:

- DESCRIPTION – The form requires a complete description of the alteration or improvement. This includes a complete listing of materials to be used. Overall dimensions, height off the ground as in the case of decks and porches. Colors of existing house, trim and roof colors; and colors of the proposed alteration or improvement.
- SITE PLAN – A site plan is a scaled drawing of your lot (plat) which shows dimensions of the property, adjacent properties if applicable, and all improvements including those covered by the application. Contour lines may be required where drainage is a consideration. A plat plan should have been provided to you when you purchased your home. More complex applications may require larger scale (ten (10) to twenty (20) feet to the inch scale enlargements of the plat plan of County approved development or site plans.
- DRAWINGS/PHOTOGRAPHS - Complete drawings showing all dimensions, elevations and details of the proposed improvement or alteration are required. Drawings should show the relation of the improvement or alteration in relation to the existing home. Drawings which are illegible take time to review, slow the process, and may be returned to the applicant for clarification.
- SIGNATURES – The applicant is required to sign the application form. Applications received without signatures will be returned.

An application submitted without all required documents will be considered incomplete. In such case, the Architectural Review Board's will return the application to the owner to provided missing information. The review period will not commence until all required documents have been provided. Other exhibits may be requested in addition to the above to allow adequate evaluation of the proposed improvements, alterations, or changes. If you have any question regarding the required documents or the application process, you are advised to seek guidance from Coventry Group or the Board of Directors prior to submission of an application.

Work cannot begin on the proposed improvements, alterations, or changes until the owner has received written approval from the Architectural Review Board.

Submit your application and all supporting documentation using one of the following methods:

Postal Mail	E-Mail
Meadows Edge HOA c/o Coventry Group P.O. Box 2580 Winchester, VA 22604	admin@coventrygrp.com

**MEADOWS EDGE HOA
ARCHITECTURAL REVIEW APPLICATION**

Owners Name: _____

Address: _____

Home Phone: _____ Daytime Phone: _____

E-Mail: _____

Estimated Start and Completion Dates: _____

Description of Proposed Change-please list only 1 project per application (Please print or type, use additional sheets as necessary):

(Optional) Additional Points of Contact: By identifying any additional contractor or person below, you are authorizing the named contractor or person to act on your behalf regarding this application. This includes mutual information sharing with the HOA, ARB, and/or Coventry Group. Information which is shared will be limited to: application status and requests for additional information / documentation.

Contractor /Contact Name: _____ Phone#: _____

E-mail: _____

MEADOWS EDGE HOA ARCHITECTURAL REVIEW APPLICATION

OWNER'S ACKNOWLEDGMENT: I/we understand that:

1. Material contained herein will represent alterations that comply with the zoning and building codes of the County of Frederick to which the above property is subject. Further, nothing herein contained will be construed as a waiver or modification of such ordinances. The owner is responsible for obtaining the necessary permits prior to commencement of construction.
2. No work will commence until the owner has received written approval from the Architectural Review Board (hereinafter "ARB") or the Board of Directors (hereinafter "BOD"). Any construction or exterior alteration before approval of this application is not allowed, and if alterations are made, I/we may be required to return the property to its former condition at my/our own expense, and I/we may be required to pay all legal expenses incurred.
3. Approval is contingent upon all work being completed in a professional manner, and any alteration or modification that is not finished in such a manner and in accordance with the approval granted herein may be required to be removed or repaired at the homeowner's risk and expense, including any legal fees required to enforce this acknowledgment. Members of the ARB or the BOD or the Management Agent may make routine inspections. Approval, if granted, is solely meant as a waiver from the restrictions in the Declaration and is not meant to comment or advise on the fitness or safety of any proposed alteration or modification.
4. This request is subject to restrictions by the Declaration and a review process as by the BOD. Any variation from the original application must be resubmitted for approval. The ARB or the BOD will return a copy of this request to me/us after review.

I/we acknowledge and agree that I/we will be solely liable for any claims, including, without limitation, claims for property damage or personal injury that result from the requested addition or modification. I/we hereby indemnify the Association, the BOD, the ARB, and the Management Agent from and against any and all such claims. Moreover, I/we accept responsibility for all maintenance, repair, and upkeep of said addition or modification.

Signature(s) of Owner(s) Date

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): _____

Authorized Signature

Date