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:

Supporting documentation (pictures, plat, etc.)

Please send packet to: Musselman Square HOA

c/o Coventry Group Community Management, Inc.

P.O. Box 2580

Winchester, VA 22604

MUSSELMAN SQUARE HOMEOWNERS ASSOCIATION, INC. ARCHITECTURAL CHANGE REQUEST FORM

Owner	Owner		Property Address			
Owner	's Mailing Address (if dif	ferent)				
City, S	State, Zip (if other than Wi	nchester)				
Home	Phone	Daytime Phone	Em	ail		
PROP Please	OSED EXTERIOR CHAI attach a detailed descripti	NGE OR ALTERATION:on of all improvements, alterations	or changes you are propos	ing to your lot or home.		
In orde	Color(s) Specifications Materials Sketch of proposed alte Copy of plat with locat		oleted			
decision any res	on of the ARC within thir	ty (30) days of receipt of your con	npleted documents. By a	quest. You will be notified in writing approving this request, the ARC is not in that may arise throughout any stage	assuming	
Estima I under Varian as spec respon	ated Beginning Date rstand that approval of pro- ices, and/or observing all l cified in the approval docusibility for any and all dis	oposed change(s) does not relieve m ocal zoning ordinances. If approve ament. I understand that all improve turbance or damage to Association's	Estimated Date of Combine of the responsibility for d by the ARC, I agree to not be ments must be on my prosperty by either my combine of the	obtaining any and all necessary Build nake the changes under the terms and perty or property lines. I agree to acc	ing Permits, conditions	
		MENTATION TO: MUSSELMAI ATTN: ARC	N SQUARE HOA Group Community Manag 0			
	JSE ONLY:		Date Received:			
Your r	Approved without exce	ion or alteration has been: eption owing terms and conditions:				
	Denied for the following	ng reason(s):			<u> </u>	
By:	Signatures	Print	ed Names	Date	Date	