

STONECREST VILLAGE HOMEOWNERS ASSOCIATION ARCHITECTURAL CHANGE REQUEST FORM INSTRUCTIONS

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

SUBMIT COMPLETED DOCUMENTATION VIA MAIL, EMAIL OR IN PERSON:

- **Mail: Coventry Group c/o Stonecrest Village HOA**
P.O. Box 2580, Winchester, VA 22604
- **Email: admin@coventrygrp.com**
- **In Person: 2045 Valley Avenue, #100, Winchester, VA**

- 1) Provide ALL of the required information requested on the following pages.
- 2) Be as specific as possible.
- 3) If your project consists of multiple improvement projects, please submit each project on a separate form.
- 4) You will be notified in writing of the decision of the Board of Directors **within fifteen (15) 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.)
 - Plat of property (when applicable)
 - Materials that will be used for project
 - Pictures
 - Color samples

Submit Packet via mail, email or in person:

- Mail: Coventry Group c/o Stonecrest Village HOA
- Email: admin@coventrygrp.com
- Drop-off: 2045 Valley Avenue, #100, Winchester, VA

**STONECREST VILLAGE HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL CHANGE REQUEST FORM**

The By-Laws of StoneCrest Village Homeowners Association requires the Board of Directors approval for any additions, changes modifications or new attachments to the houses or lot

Owner _____ Property Address _____

Owner's Mailing Address (if different) _____

City, State, Zip (if other than Winchester) _____

Home Phone _____ Daytime Phone _____ Email _____

PROPOSED EXTERIOR CHANGE OR ALTERATION: _____

Includes but is not limited to: enclosure of back porches, additions of awnings, or porch railings, permanent patios, roof replacement, storage sheds, garage door and shutters.

Please attach a detailed description of all improvements, alterations or changes you are proposing to your lot or home.

In order for the Board of Directors to make a decision, please provide the following information:

- Color(s) _____ Size(s) _____
- Specifications _____
- Materials _____
- Sketch of proposed alterations as it will appear when completed _____
- Copy of plat with location of proposed alteration _____
- Any other pertinent information: _____

Please be as specific as possible. Incomplete information will delay the processing of your request. You will be notified in writing of the decision of the Board of Directors **within fifteen (15) days of receipt of your completed documents**. By approving this request, the 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.

Estimated Beginning Date _____ Estimated Date of Completion _____

IF WORK IS TO BE DONE BY OUTSIDE CONTRACTOR, PROVIDE INFORMATION

Company Name _____ Contact Person _____

Address _____ Telephone Number _____

I understand that approval of proposed change(s) does not relieve me of the responsibility for obtaining any and all necessary Building Permits, Variances, and/or observing all local zoning ordinances. If approved by the Board of Directors, I agree to make the changes under the terms and conditions as specified in the approval document. I understand that all improvements must be on my property or property lines. I agree to accept responsibility for any and all disturbance or damage to Association's property by either my contractor(s) or myself.

Signature of Homeowner _____ 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): _____

By:	Signatures	Printed Names	Date
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

AFTER APPROVAL ALL WORK MUST BE COMPLETED WITHIN 120 DAYS, OR THE APPLICATION MUST BE RE-SUBMITTED TO THE BOARD FOR APPROVAL.