ARCHITECTURAL CHANGE REQUEST FORM INSTRUCTIONS

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

- 1) ALL applications must be sent in via U.S.P.S. to the address provided.
- 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:

_	Application	

_ Supporting documentation (pictures, plat, etc.)

Please send packet to: Towns at Brooks Manor HOA

c/o Coventry Group Community Management, Inc.

P.O. Box 2580

Winchester, VA 22604

TOWNS AT BROOKS MANOR HOMEOWNERS ASSOCIATION, INC. ARCHITECTURAL CHANGE REQUEST FORM

Name			
Property Address			
Owner's Mailing Address (if different)			_
City, State, Zip (if other than Winchester)			
Phone	Email		
Summary of Proposed Change			
DESCRIPTION of PROPOSED EXTERIOR all improvements, alterations or changes yet to make a decision, please include color(s) information. Please be as specific as possi proposed alteration, as it will appear when of Directors within forty-five (45) days of Board of Directors is not assuming any resinjury or claim that may arise throughout a	ou are proposing to your lo, size(s), specifications, mable. On the back of this for completed. You will be no receipt of your completed sponsibility for the safety, or	ot or home. In order for the aterials, location and any of orm or on a separate sheet of otified in writing of the decouments. By approving construction, operation, ma	Board of Directors her pertinent f paper, sketch the cision of the Board this request, the
Estimated Beginning Date	Estim	nated Date of Completion _	
I understand that approval of proposed chancessary Building Permits, Variances, and Directors, I agree to make the changes und understand that all improvements must be and all disturbance or damage to Association	d/or observing all local zor ler the terms and condition on my property or property	ning ordinances. If approve s as specified in the approve y lines. I agree to accept re	ed by the Board of al document. I
Signature of Homeowner		Date	_
SUBMIT COMPLETED DOCUMENTAT	TOWNS AT BROOKS	MANOR HOA mmunity Management, Inc.	
BOARD OF DIRECTORS USE ONLY:			
Your request for the above addition or alte Approved without exception Approved with the following terr	Date Received:		
Denied for the following reason(s	s):		
By: Signatures	Printed Names		Date
			