

ARCHITECTURAL CHANGE REQUEST FORM INSTRUCTIONS

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

- 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 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: Coventry Group Community Management, Inc.
 P.O. Box 2580
 Winchester, VA 22604

Or Email to: admin@coventrygrp.com – **please put “ARC Request” with your address in the subject line**

**TWIN LAKES OVERLOOK HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL CHANGE REQUEST FORM**

Owner _____ Property Address _____

Owner's Mailing Address (if different) _____

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

Home Phone _____ Daytime Phone _____ Email _____

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

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 of the Board of Directors within 30 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.

**** To avoid incurring fines, DO NOT begin construction or modification until you have received this approval from the Board.
** Any approval by the HOA ARB does not represent an approval of structures being placed on any easements which may encumber the property.**

Description of Proposed Change: (Please print or type)

Describe all proposed improvements, alterations, or changes to your lot or home. Please provide required details by attaching sketches, drawings, clippings, pictures, catalog illustrations, and a copy of your house location survey (recorded plat) with the location of the modification marked, ect. to fully describe the proposed change.

Estimated Beginning Date _____ Estimated Date of Completion _____

Neighbors' Acknowledgments:

You are requested to obtain the signatures of all lot owners whose lots are adjacent to your lot. Signature by your neighbors indicates an awareness of your proposed change and **does not** constitute approval or disapproval on their part.

Name: _____

Name: _____

Address: _____

Address: _____

Lot: _____

Lot: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Address: _____

Address: _____

Lot: _____

Lot: _____

Signature: _____

Signature: _____

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: TWIN LAKES OVERLOOK HOA
 c/o Coventry Group Community Management, Inc.
 P.O. Box 2580
 Winchester, VA 22604

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
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____