

Threechopt Village Homeowners Association

Architectural Request Form

This request will become part of the Homeowner's documents and must be complied with by any succeeding owners.

We _____ (Owner Name/s) do hereby request permission to make the following modification to my/our residence located at _____ in Threechopt Village:

DESCRIPTION OF REQUEST:

Attach the following as indicated:

- Plot plan with proposed modification(s) to approximate scale with dimensions.
- Complete description (photo/drawings) as to construction design, materials (types & sizes) and color/finish.
- Floor plan, elevation, section drawing (i.e. footings).
- Copy of City Building Permit (if applicable).

I do, by my signature, understand and agree to the following:

- 1. I assume total responsibility for the upkeep and maintenance of all modifications made and acknowledge that obtaining insurance for the improvements is my responsibility.**
- 2. The modification will not in any way hinder yard care or any other Association maintenance responsibility.**
- 3. I accept total responsibility for any damage to person or properties that may be caused by this modification and hereby hold the Association harmless on any claims from third parties.**
- 4. The Homeowners Association reserves the right to require removal or repair of the modification at my own expense if: the modification is not constructed or installed as per specifications submitted for approval with this form; the modification is not maintained in a safe condition satisfactory to the Board of Directors.**
- 5. I certify that I have read and agree to follow the Rules and Regulations pertaining to architectural control and review (if applicable).**
- 6. This request, if approved, becomes part of the permanent file of the unit records held by the Association.**

SIGNATURE: _____

DATE: _____

CONTACT PHONE: _____

Threechopt Village Homeowners Association

_____ Approved by Board of Directors OR
_____ Approved with the following contingencies by the Board of Directors _____

_____ Disapproved by the Board of Directors for the following reason(s): _____

Date received by Association

The Architectural Request Form must be sent to:
The Select Group
2224 Virginia Beach Blvd. Ste. 201
Virginia Beach, VA. 23454 or email form
select@theselectgroup.us