

Westview Lakes Homeowners' Association

ARCHITECTURAL MODIFICATION APPLICATION

PLEASE MAIL OR DELIVER TO:

Advanced Association Management Group, LLC.
Attn: Robin Stortz
PO Box 12141
Hampton, VA 23666
Phone: (757) 637-7270 FAX: (757) 251-7039

WARNING: Exterior alterations commenced without prior approval of the Architectural Committee are in violation of the covenants and are at the owner/applicant's own risk. (Read your Westview Lakes documents thoroughly. Please review all the Conditions, Restrictions, Easements, Charges, and Liens)
IT IS THE OWNER'S RESPONSIBILITY TO INSURE THAT ALL EXTERIOR ALTERATIONS ARE IN COMPLIANCE WITH THE DOCUMENTS OF THE ASSOCIATION.

NAME: _____

(please print in ink or type)

PROPERTY ADDRESS: _____, Hampton, VA 23666

PHONE(hm): _____ (wk): _____ (cell): _____

EMAIL ADDRESS: _____

APPLICATION FOR: (complete separate application for each request)

New Replace Existing Repair

Check approval requested below:

*** REQUIRES BUILDING PERMIT FROM THE CITY OF HAMPTON**

- | | |
|---|---|
| <input type="checkbox"/> Fence * | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Deck/Patio * | <input type="checkbox"/> Irrigation System |
| <input type="checkbox"/> Shed * | <input type="checkbox"/> Satellite Dish/Antenna |
| <input type="checkbox"/> Paint Colors | <input type="checkbox"/> Pool/Hot Tub * |
| <input type="checkbox"/> Guttering | <input type="checkbox"/> Play Equipment |
| <input type="checkbox"/> Siding | <input type="checkbox"/> Roof |
| <input type="checkbox"/> Other-please explain below | |

REQUIRED FOR SUBMISSION:

- Supplemental photos, dimensions, sketches, related building permits, fully describing the proposed alteration, must be attached **ALONG WITH A SURVEY/PLAT OF THE PROPERTY** before the ARB committee will review the application.
- In the case of a paint color, a sample of the new color, or the name/number of the approved color from the list of approved colors from Sherwin Williams (list located on the website) must accompany the application.
- In the case of a fence, if the fence will attach to your neighbor's fence, you must obtain signed permission from the owner. **FORM BELOW**

NOTE: The Architectural Committee has 45 days from the date a **COMPLETE** application is received (including required signatures, plats, sketches and permits, etc.) is received to approve or deny each application. Notification of the receipt of your application will be mailed within 2 business days indicating any missing documents. Receipt of the application is not until it has been delivered to the Association Office. By signing below, you acknowledge that if the modification(s), as constructed, differ in any way from those describe herein, that your approval will not extend to such modifications.

I, undersigned, agree to do the following:

1. That I assume total responsibility for the upkeep and maintenance of all modifications(s) made concerning this application.
2. That I will accept total responsibility for any damage to person or property that may be caused by this modification.
3. That the Homeowner's Association reserves the right to require removal or repair of the modification at my own expense if/; (1) the modification is not constructed or installed as per the specifications is submitted for approval with this form, or (2) the modification is not maintained in a safe condition.: or (3) the modification is not maintained in keeping with the surrounding structures and is not satisfactory to the Board of Directors.
4. I certify that I have read and agree to follow the Rules & Regulations pertaining to architectural control and review (if applicable).

Owner Signature

Date of Application

Association's Representative Signature

Date Received by Association

Signature of person forwarding to
Architectural Committee

Date Forwarded to Committee

Architectural Review of Application:

_____APPROVED

_____DISAPPROVED

Special Instructions to be included in letter:

_____ Signature of Architectural Committee	_____ Date
_____ Signature of Board of Directors (Officer)	_____ Date

_____ARC Final Inspection/Approval

Date ARC Final Inspection Approved

Signature

Inspection Notes

CHECKOFF LIST OF DOCUMENTS REQUIRED

ROOF

- Completed Architectural Modification Application.
- Sample of shingle (must match existing shingles and the neighbor's if in a Townhome)

FENCE

- Completed Architectural Modification Application.
- Plat of property with a diagram drawn where fence will be positioned.
Include measurements & position with regard to home & property line
- Permission form signed by either neighbors if attaching to their fence.
- Description/Picture of type of fence to be built – include height of fence.
- Building Permit from the City of Hampton.

DECK/PATIO

- Completed Architectural Modification Application.
- Plat of property with a diagram drawn where deck/patio will be positioned.
Include measurements & position with regard to home & property line
- Permission form signed by either neighbors if attaching to their fence.
- Description/Picture of type of deck/patio to be built.
- Building Permit from the City of Hampton.

SHED

- Completed Architectural Modification Application.
- Plat of property with a diagram drawn where shed will be positioned.
Include measurements & position with regard to home & property line
- Description/Picture of type of shed to be built –
Include exterior dimensions and color of the shed.
- Building Permit from the City of Hampton

POOL/HOT TUB

- Completed Architectural Modification Application.
- Plat of property with a diagram drawn where pool/hot tub will be positioned
Include measurements & position with regard to home & property line
- Description/Picture of type of pool/hot tub to be installed
- Building Permit from the City of Hampton

IRRIGATION SYSTEM

- Completed Architectural Modification Application.
- Plat of property with a diagram drawn where the irrigation system will be positioned

PAINT COLORS

- Completed Architectural Modification Application.
- Paint chip of chosen paint color(s) / name & number of paint chosen from the list of suggested paint colors (Sherwin Williams or www.westviewlakes.org)

ALL OTHER REQUESTS

(To include landscaping, satellite dishes/Antennas, guttering, siding and play equipment)

- Completed Architectural Modification Application

**** IF YOU HAVE AN QUESTIONS CONCERNING REQUIRED DOCUMENTS ****
**** CONTACT THE ASSOCIATION OFFICE TO PREVENT ANY ****
**** DELAYS IN YOUR APPLICATION'S APPROVAL ****

Westview Lakes Homeowners' Association

Permission To Attach To Neighbor's Fence Form

SIGNATURE REQUIRED FOR EACH SIDE OF HOME WHERE THE NEW FENCE WILL ATTACH TO YOUR NEIGHBOR'S FENCE

I, _____ residing at _____
(existing fence homeowner name) (existing fence homeowner address)

in the Westview Lakes subdivision, give my permission to _____
(ARB request owner's name)

residing at _____ to attach their proposed fence to my existing fence.
(ARB request homeowner address)

Existing fence owner's signature Date

ARB request owner's signature Date

I, _____ residing at _____
(existing fence homeowner name) (existing fence homeowner address)

in the Westview Lakes subdivision, give my permission to _____
(ARB request owner's name)

residing at _____ to attach their proposed fence to my existing fence.
(ARB request homeowner address)

Existing fence owner's signature Date

ARB request owner's signature Date