

ARCHITECTURAL IMPROVEMENT REQUEST FORM  
VILLAS AT THE RIDGES CONDOMINIUM ASSOCIATION

To: Architectural Review Board  
Villas at the Ridges Condominium Association  
c/o ARMI  
P. O. Box 3413  
Warrenton, VA 20188

Email: HOA@ARMIVA.COM  
Fax: 540-347-1900

From: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Directions:**

The Declaration of Covenants requires that you submit to the Architectural Review Board for approval all proposed exterior additions, changes or alterations to your house and lot. In order to be considered by the Architectural Review Board, your application must include detailed information describing the proposed change (typically, plans, and specifications including sketches, photos, catalog illustrations, etc.) **Make sure your application is complete.** An application submitted without all required submissions will be considered incomplete. In such case, the review period for the Architectural Review Board will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from ARMI prior to submission of an application. For easier review, please limit one improvement per application.

**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, etc. to fully describe the proposed change.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED STARTING DATE OF CONSTRUCTION: \_\_\_\_\_  
(After approval by the Architectural Review Board)

ESTIMATED COMPLETION DATE OF CONSTRUCTION: \_\_\_\_\_

**Owners' Acknowledgements:**

I/we understand and agree (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/town in which the property is located.
3. \_\_\_\_ that there are deviations from the plans, specifications, and location approved by the Committee without prior written consent of the Board; any variation from the original application must be resubmitted for approval.
4. \_\_\_\_ that I authorize members of the Committee or managing agent to enter upon my Property to make one or more routine inspection(s).
5. \_\_\_\_ 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.
6. \_\_\_\_ that it is my responsibility and obligation to obtain and comply with all required building permits, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable City, Town, or County ordinances, building, and zoning codes.
7. \_\_\_\_ that I am responsible for any damage and all cost to repair greenspace, adjoining property (including common area), or injury to third persons that results from the proposed modification.
8. \_\_\_\_ that I shall assume full responsibility for all landscaping, grading, and / or drainage issues relating to the improvements.
9. \_\_\_\_ that I have read the Community Guidelines and agree that all work performed will be in compliance with those guidelines.

Owner/Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Co-Owner/Application Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Neighbor's Acknowledgement:**

You are required to obtain the signatures of three (3) owners whose lots are impacted by your requested architectural change. Signature by your neighbors indicates an awareness of your proposed change but ***does not*** constitute approval or disapproval on their part.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Required Attachments: You must submit this information as it applies to complete your application. Your application will be returned to you if you do not submit the required material.

1. Plat/survey of your property. Indicate the location of the proposed change(s) on the plat.
2. Manufacture's brochure, sketch (overhead and side view), and/or photograph showing the design/style of the proposed change(s).
3. Indicate the color/finish. Include color samples if applicable.
4. Architectural plans/drawings (for major additions/improvements).
5. Grading plan, if applicable.
6. Detailed written description of improvement. (If not provided, application will be returned pending additional information).

TO: Homeowner  
FROM: Board of Directors

Your request for architectural change is hereby Approved / Disapproved

If disapproved, for the following reason(s): \_\_\_\_\_

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