

ELIZABETH'S CROSSING HOMEOWNERS' ASSOCIATION  
ARCHITECTURAL MODIFICATION FORM

Please submit the completed form and all documentation by mail to:

Elizabeth's Crossing HOA  
c/o ARMI  
10 Rock Pointe Lane  
Warrenton, VA 20188

or FAX: 540-347-1900 or e-mail: [hoa@armiva.com](mailto:hoa@armiva.com)  
Voice: 540-347-1901 ext 113

TYPE OF WORK TO BE DONE:

- New Construction  
 Modifications to existing dwelling/landscape

One copy reflecting the action taken by the Board of Directors (Board) will be returned to you for your records. All owners must sign this request. Modifications may not commence without approval by the Board.

NAME OF OWNER(S): \_\_\_\_\_  
\_\_\_\_\_

ELIZABETH'S CROSSING ADDRESS:

\_\_\_\_\_

TELEPHONE NUMBERS: \_\_\_\_\_ (H) \_\_\_\_\_ (W)

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

Date proposed modification is to commence and to be completed: \_\_\_\_\_

In accordance with the Declaration of Covenants, Conditions and Restrictions covering the property described above, I/we hereby apply for written consent to make the following modification(s) or additions.

DESCRIPTION/DIAGRAM OF MODIFICATION REQUESTED: Please include a description and diagram (if applicable of the addition or modification being requested and a copy of your plat with the location of the modification(s) indicated. Provide information such as color brochures and pictures of the materials to be used. If more space is needed, please attach a separate sheet.

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Acknowledgment by all adjacent property owners is needed. Their signatures (below) indicate an AWARENESS of intent and do not constitute approval or disapproval.

During the COVID-19 crisis, the requirement for live signatures has been temporarily waived. Please attempt to reach your neighbor by phone or email or another means while adhering to social distancing guidelines and ask them to provide their acknowledgment either through a note put in your door an email to you or to ARMI, or some other way. If you are unable to reach your neighbor please note this below and the address and manor in which you attempted contact.

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

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

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

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

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

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

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

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

OWNER'S ACKNOWLEDGMENT: I/we understand that:

1. Material herein contained will represent alterations that comply with the zoning and building codes of the County to which the above property is subject. Further, nothing herein contained will be construed as a waiver or modification of such ordinances. The owner is responsible for obtaining the necessary permits prior to commencement of construction.
2. No work will commence until the owner has received written approval from the Committee or the Board. Any construction or exterior alteration before approval of this application is not allowed and, if alterations are made, I/we may be required to return the property to its former condition at my/our own expense; and that I/we may be required to pay all legal expenses incurred.

3. Approval is contingent upon all work being completed in a professional manner and any alteration or modification that is not finished in such a manner and in accordance with the approval granted herein may be required to be removed or repaired at the homeowner's risk and expense, including any legal fees required to enforce this acknowledgment. Members of the Committee or the Board or the management agent may make routine inspections. Approval, if granted, is solely meant as a waiver from the restrictions in the Declaration and is not meant to comment or advise on the fitness or safety of any proposed alteration or modification.

4. This request is subject to restrictions by the Declaration and a review process as established by the Board. Any variation from the original application must be resubmitted for approval. The Association will return a copy of this request to me/us after receipt and review. This will happen within forty-five (45) days of receipt of completed application.

5. I/we acknowledge and agree that I/we will be solely liable for any claims, including without limitation, claims for property damage or personal injury which result from the requested addition or modification. I/we hereby indemnify the Association, the Board, the Committee and the management company from and against any and all such claims. Moreover, I/we accept responsibility for all maintenance, repair and upkeep of said addition or modification. This approval does not relieve the applicant from his/her responsibility to ensure that proper drainage is maintained.

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Signature of Owner

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Signature of Owner

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Association Use Only

\_\_\_\_\_  
Date received by the Association

ACTION BY THE ASSOCIATION

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Approved as submitted       Denied

Approved subject to the following conditions:

\_\_\_\_\_  
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