

**The Reserve at Jamison's Farm Homeowners Association  
ARCHITECTURAL IMPROVEMENT REQUEST FORM**

c/o ARMI

ATTN: HOA

10 Rock Pointe Lane, Warrenton, VA 20186

540.347.1901 – 540.347.1900 (fax)

[hoa@armiva.com](mailto:hoa@armiva.com)

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Date: \_\_\_\_\_ Date Received by Management: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

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

- SECOND STORY DECK** (Complete Section (a) below)
- GROUND LEVEL DECK** (Complete Section (a) below)
- FENCE** (Complete Section (b) below)
- PATIO** (Complete Section (c) below)
- STORM DOOR** (Complete Section (d) below)
- OTHER** (Complete Section (e) below)

Section (a) Deck Additions:

Dimensions – across the back of the house: \_\_\_\_\_

Dimensions – length out from house: \_\_\_\_\_

Elevation from ground level: \_\_\_\_\_

Railing height (from surface of deck): \_\_\_\_\_

Railing type (describe): \_\_\_\_\_

Type of materials to be utilized \_\_\_\_\_

Include information on any additional attachments, such as trellis, lighting, benches,  
flower boxes, etc.

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- Obtain the signatures of all adjacent or affected property owners. The signatures only indicate their awareness of your proposed plans, not their approval. Signatories having concerns about your proposed plan must notify the Association of specific concerns in writing.

**Adjacent or affected property owners:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Lot Number: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Lot Number: \_\_\_\_\_

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

I understand and agree to the following:

- That this modification may require a County building permit or may be subject to other governmental regulations. I agree to obtain all required City/County approvals. Miss Utility will be contacted prior to the commencement of any construction. Approval of this application satisfies only the requirements of the Association and not any obligations to the County or others as may be required.
- That I assume full responsibility for all landscaping, grading and/or drainage issues relating to the improvements, including applicable replacing bonds or escrows posted by Developer/Builder currently in place affecting the lot. All work associated with the project will be completed within the property lines. Any damage to adjoining property (including common area) or injury to third persons associated with the improvement.
- That no work on this proposal will commence until I receive written approval of the Association. To do so is a violation of the Covenants of the Association and may result in my being required to remove an unapproved modification and restore my property to its original condition at my own expense if this application is disapproved. I also understand I may be held responsible for any legal fees incurred on behalf of the Association in enforcing this provision.
- That an approval is contingent upon the construction being completed in a timely and a professional and workmanlike manner as per the specifications as submitted in this application.
- The members of the Committee may enter upon my property to make routine inspections.
- That there are architectural requirements addressed in the Design Standards and the Declaration and a review process as established by the Board of Directors.

- That the approval authority granted by the Committee (if so granted) will automatically expire should the proposed project not be commenced within 180 days of the approval or completed within one year of the approval.
- That a variation from the original application must be submitted for approval of the Association.

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

*NOTE: Submission and/or verification of receipt of a completed application does not constitute approval by the ARC Committee. Per the Architectural Guidelines for the Reserve at Jamison's Farm Homeowners Association, the Committee has up to 45 days to make a decision. Please plan your project accordingly*

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**(FOR Committee use only)**

- Approved
- Disapproved
- Approved with conditions, as follows:

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

Committee Representative: \_\_\_\_\_

*Print name and sign*

Date of Decision: \_\_\_\_\_

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 Completed Applications may be mailed to: Jamison's Farms HOA  
 PO Box 3413  
 Warrenton, VA 20188

Or submit via email to: [hoa@armiva.com](mailto:hoa@armiva.com)

Questions?: call 540.347.1901 ext. 113