

Meadows of Culpeper Homeowners' Association, INC
APPLICATION FOR EXTERNAL HOUSE / LOT MODIFICATION

Instructions:

- 1) Submit completed form (3 pages) and all attachments (plat, drawing, material/color samples) to: Meadows of Culpeper, by email (HOA@armiva.com), mail (P.O. Box 3413, Warrenton, VA 20188) or drop-off (10 Rock Pointe Lane, Warrenton, VA 20186).
- 2) Use this form for **all** permanent external modifications to the property
- 3) Use one form per modification (more than one modification may be submitted simultaneously)
- 4) Attach a plat (formal survey) showing the location of the proposed modification (required)
- 5) Attach a schematic drawing of the project showing accurate dimensions of the modification
- 6) Attach a sample of any materials and color(s) to be used (color swatch/material chip)
- 7) Have affected property owners (i.e. those adjacent to your lot on all sides and rear) acknowledge their awareness of the proposed modification (their signature does not imply approval or disapproval of the proposed modification)
- 8) Please allow up to 45 days from submittal of complete application for processing (including all supporting materials)
- 9) Questions: Call ARMI at (540) 347-1901 or email: HOA@armiva.com

Date Submitted: _____

Name(s): _____

Lot #: _____ Phase: _____

Property Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Email Address: _____

I. General description of proposed change:

Provide detailed description of the change including: type of change, reason for the change, location(s) on the property, and all other pertinent information that may be required to evaluate the proposed change (be specific):

II. Specific Project Details:

Materials: _____

Colors: _____

Contractor(s): _____

Est. Start Date (>30 days from application): _____ Estimated Completion Date: _____

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NOTIFICATION OF ADJACENT LOT OWNERS

A homeowner submitting a design review application is required to provide notice of the application to **all** owners (other than builders) whose lots immediately abut the applicant's lot or are separated from the applicant's lot by a street or common area and for whom the proposed improvement will be visible from the adjacent lots.

Notification does not imply neighbor's consent, only awareness.

Proof of notice is required through the signing of the design review application by the adjacent lot owners. In the event applicant is unable to obtain any signature after repeated attempts, please list at least three (3) notice attempts in the signature blank (dates/times). If notice attempts are listed instead of a signature, the applicant acknowledges and confirms that a COPY of this complete application (including attachments) was left with the adjacent owner.

Owner understands that the authority to perform an alteration granted by this application will automatically expire if the work is not commenced within 180 days following approval and completed within 360 days, or other time frame authorized by the ARCC.

1. Name(s): _____ (Please Print)	_____
Street Address	Signature
_____	_____
Date	
2. Name(s): _____ (Please Print)	_____
Street Address	Signature
_____	_____
Date	
3. Name(s): _____ (Please Print)	_____
Street Address	Signature
_____	_____
Date	
4. Name(s): _____ (Please Print)	_____
Street Address	Signature
_____	_____
Date	

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STIPULATIONS AND CONDITIONS FOR ALL APPROVALS:

- 1) All exterior modifications must meet the requirements of the Town of Culpeper Zoning & Building codes, (including all required building permits) as well as all other applicable codes to which the property is subject.
- 2) All exterior modifications must meet Town of Culpeper minimum setback specifications and may not be constructed across Building Restriction Lines (BRL) shown on individual plans (plats).
- 3) All exterior modifications must meet the requirements of the Meadows of Culpeper, Inc. Covenants, Design & Maintenance Architectural Guidelines and all other association documents.
- 4) The proposed modifications must be constructed according to the approved plans, schedule, and specifications.
- 5) The proposed modifications must be completed in a professional manner. Any modification that is not finished in such a manner, even if in accordance with an approval, may be required to be removed or repaired at the owner's sole risk and expense, including legal fees required to enforce this acknowledgement.
- 6) No work on this request will commence until written approval has been obtained from the Architectural Review and Covenants Committee (ARCC). Every effort will be made to readily act on all requests, but any request may take as long as 30 days to receive a response.
- 7) The proposed modifications must not interfere with storm water drainage or other restrictions on adjoining properties, either during or subsequent to, project completion. Any damage to adjoining properties or injury to third persons will be the responsibility of the applicant.
- 8) It is the responsibility of the homeowner to keep the grass mowed and string trimmed along both sides of fencing upon installation.
- 9) Members of the ARCC, Board or management agency may make routine inspections.
- 10) Approval, if granted, is solely meant as a waiver from the restrictions in the Declaration and is not meant to comment or advice on the fitness or safety of any proposed alternation or modification.
- 11) Disapproval requires the homeowner to initiate a new request form to resubmit for consideration.

ACKNOWLEDGEMENTS

I/We acknowledge, understand and agree to the above conditions and instructions and that I/we will be solely liable for any claims, including but not limited to, claims for property damage or personal injury which result from the requested addition or modification, cost or expense to return the property to its former condition at my/our expense, including legal expenses incurred by others. 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 installation, maintenance, repair and upkeep of said additions or modifications.

SIGNATURE OF OWNER: _____ DATE: _____
Mailing address (if different from property): _____

COMMITTEE / MANAGEMENT COMPANY USE ONLY

Date Received: _____
Action Taken (circle): Approved / Disapproved / Approved with Conditions Action Date: _____
Comments / Conditions: _____

Signature of ARCC Chairman (given on behalf of the entire Committee after formal vote):
