



Homeowners Association, Inc.

c/o The Select Group, 2224 Virginia Beach Blvd., Suite 201, Virginia Beach, VA 23454
Phone: (757) 486-6000 Fax: (757) 486-6988
Website at www.theselectgroup.us

ARCHITECTURAL MODIFICATION REQUEST FORM

This document will become part of the Homeowners contract and all succeeding owners must comply with this change.

I, do hereby request permission to make the following modification to my home

at _____.

Phone: (home) _____ (work) _____ (cell) _____ Email: _____

DESCRIPTION OF REQUEST: _____

Attach the following as applicable:

- Complete description (photos/drawings) as to construction design, materials (types & sizes), and color/finish.
- Floor Plan, Elevation, Section Drawing (i.e. footings).

I do, by my signature, understand and agree to the following:

1. That applicable county permits will be obtained.
2. That I assume total responsibility for the upkeep and maintenance of all modification(s) made in the area. I also acknowledge that obtaining insurance for the improvement is my responsibility.
3. That the modification(s) will not in any way hinder yard care.
4. That I will accept total responsibility for any damage to person or property that may be caused by this modification(s).
5. That the Homeowners 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 specifications 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.
6. I certify that I have read and agree to follow the rules and regulations pertaining to architectural control and review (if applicable).

Date Homeowner Signature(s)

Date received by Association Signature

_____ APPROVED by Board of Directors OR	
_____ APPROVED with Following Contingencies by Board of Directors: _____	

_____ ACC Committee Signature	_____ Date Signed
_____ DISAPPROVED for the following reason(s) by Board of Directors:	

_____ ACC Committee Signature	_____ Date Signed