



**EXTERIOR MODIFICATION APPLICATION**

**WARNING:** Exterior alterations commenced without prior approval of the Board of Directors are in violation of the covenants and are at owner/applicant's own risk. (Please review your Bayvista documents thoroughly).

**IT IS THE OWNER'S RESPONSIBILITY TO ENSURE THAT ALL EXTERIOR ALTERATIONS ARE IN COMPLIANCE WITH THE DOCUMENTS OF THE ASSOCIATION.**

NAME: \_\_\_\_\_  
(please print in ink or type)

PROPERTY ADDRESS: \_\_\_\_\_ Virginia Beach, VA 23455

PHONE: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

APPLICATION FOR: (complete separate application for each request)

- New                       Replace Existing                       Repair

MODIFICATION REQUESTED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INFORMATION REQUIRED FOR SUBMISSION OF A COMPLETED APPLICATION:**

- ❖ Include supplemental photos, dimensions, sketches, and related building permits (as applicable) that fully describe the proposed alteration. This information must be submitted before the Board of Directors will review the application.
- ❖ In the case of exterior paint color, a sample of the new color or the name/number of the color must accompany the application.

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**NOTE:** Once the Board of Directors has received a COMPLETE Exterior Modification Application (including required color samples, sketches, pictures, etc.), they will respond to your request as promptly as possible to approve or deny each application. By signing below, you acknowledge that if the modification(s), as constructed, differs in any way from those described herein, that your approval will not extend to such modification. I, the undersigned, agree to the following:

1. That I assume total responsibility for the upkeep and maintenance of all modification(s) made concerning this application.
2. That I will accept total responsibility for any damage to person or property that may be caused by this modification.
3. That the Condominium Association reserves the right to require removal or repair of the modification at my own expense if: (a) the modification is not constructed or installed as per the specifications as submitted for approval with this form, or (b) the modification is not maintained in keeping with the surrounding structures and is not satisfactory to the Board of Directors.
4. I certify that I have read and agree to follow the Guidelines and Rules and Regulations pertaining to architectural control and review (if applicable).

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

**KEEP A COPY OF YOUR APPLICATION FOR YOUR RECORDS - ORIGINALS WILL NOT BE RETURNED!**

**Submit completed application and supplementary information as applicable to:**  
**Bayvista, A Condominium Association, Inc.**  
**c/o The Select Group**  
**2224 Virginia Beach Blvd., Suite 201, Virginia Beach, VA 23454**  
**Via fax to: 757-486-6988 or Via email to: [nruffin@theselectgroup.us](mailto:nruffin@theselectgroup.us)**

**\*\*RETURN BOARD OF DIRECTOR ACTION FORM ON NEXT PAGE WITH YOUR APPLICATION\*\***

\_\_\_\_\_  
Received by Association

\_\_\_\_\_  
Date

\_\_\_\_\_  
Forwarded to Board of Directors

\_\_\_\_\_  
Date

**BOARD OF DIRECTORS ACTION FORM**

NAME OF APPLICANT: \_\_\_\_\_  
(please print in ink or type)

PROPERTY ADDRESS: \_\_\_\_\_, Virginia Beach, VA 23455

**APPROVED** \_\_\_\_\_  
Board Member Signature Date

**DISAPPROVED** for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Board member Signature Date

**BOARD OF DIRECTOR FINAL INSPECTION/APPROVAL:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date of Final Inspection Approved Board of Director Signature