



Condominium Association – www.cantamar-va.org

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ARCHITECTURAL REPLACEMENTS OR REPAIRS (REV 10-2020)

DATE OF APPLICATION: _____

NAME: _____

ADDRESS: _____

PHONE: (H) _____ (W) _____ (C) _____

TYPE OF ADDITION OR ALTERATION: _____

YES NO

DOES THIS REPAIR OR REPLACEMENT NEED IMMEDIATE ACTION?
DESCRIBE/EXPLAIN BELOW.

DESCRIPTION (Please explain clearly):

REQUIREMENTS FOR ALL APPLICATIONS:

- A. Owners wishing to make changes requiring approval must submit a written application to the Architectural Committee or, in their absence, the Board of Directors, with all appropriate sections completed.
- B. Verbal and/or oral requests will not be considered.
- C. Each alteration or addition must be specifically approved in writing by the Board of Directors, even though the intended alteration or improvement considered conforms to a similar or substantially identical approved alteration.
- D. The Association does not, and therefore, cannot control work performed within a Unit. The Unit Owner, therefore, is responsible for assuring that any and all changes or additions are made in conformance with the Association Instruments. Failure to comply subjects the Unit Owners to the remedies set forth in the Association Instruments and the Virginia Condominium Act.
- E. Approval of any project by the Association does not waive the necessity of obtaining the required governmental permits.

- F. Obtaining a governmental permit does not waive or circumvent the need for Association approval.
- G. The Association will not knowingly approve a project that is known, or considered to be, in violation of the local building or zoning codes.
- H. The burden rests with the applicant to demonstrate the acceptability of the proposal. The applicant may then submit, with the application, any materials, exhibits, petitions, photographs, experts' statements and the such like that applicant deems necessary. Applicant may request an opportunity to appear before the Committee, along with any witnesses the applicant desires to testify.

A written description, including such data as dimensions, location, material, color and design must be included with this application. Other data, such as photographs of existing conditions or similar changes, a sketch or working drawings of the proposed alteration or addition may be required.

All applicants shall recognize and consent to the following:

1. All proposed improvements must meet local building and zoning codes as applicable. Your signature indicates that these standards are met to the best of your knowledge. Application for local building permit is the applicant's responsibility.
2. Alterations to land or buildings made in accordance with these guidelines and procedures shall not violate any of the Association Instruments or any of the provisions of Building and Zoning Codes of Hampton, to which the unit is subject. Further, nothing herein contained shall be construed as a waiver or modification of any restriction.
3. Any contractor engaged in work outside a Unit must be registered with the Virginia Department of Professional and Occupational Regulation (DPOR) as an A, B, or C licensed contractor and show proof of both liability insurance and worker's compensation insurance.
4. The undersigned understands and agrees that no work on this request shall commence until written approval of the Architectural Committee or, in their absence, the Board of Directors has been received. A copy of this application shall be returned to you after review by the Architectural Committee or, in their absence, the Board of Directors.

Building Specs:

Roof Specs

Be sure you have agreement with the co-owner(s) of your shared roof – and that the new roof is installed by a licensed roofing contractor with a warranty card to leave with you once job is completed. The contractor should include all the following items in cost proposal to owner:

Remove all original roofing material. If plywood needs to be replaced, use fire rated plywood at all adjoining firewalls and raised walls and any gables (rake sides) or leading gables. Use GAF weather-watch underlayment at walls and chimney areas.

Install 30-year GAF Lifetime Warranty High-Definition Architect shingles, in Hickory or matching color, or an equivalent brand of shingle -- at least 25-year tabs & cobra ridges, 6+ nails or fasteners per shingle (minimum rating 110 miles per hour). Install new 30-pound felt paper, GAF seal-a-ridge hip and ridge caps, and GAF Snow Country continuous ridge vent along top of roof from gable (rake board sides) to gable edge and use Ultimate Brand Lifetime plumbing pipe collars, preferably black.

**New 2018 - Per the city of Hampton Codes Compliance Department, box vents are not required but owners contracting for roof repair or replacement should ask their contractors for assurance - in writing - that their unit's attic ventilation meets Hampton and Commonwealth of Virginia building codes and replace any needed box vents with new ones. (See www.cantamar-va.org for more details.)

Siding

Double 5- Linen (found at Lowe’s) or matching color and style. If painting, use a color similar to the current linen in exterior flat or matte finish. Good matches are: Behr Off-white 73 or Hazelnut Cream 750C-2 or Glidden Parchment White 60YY 83/062, Cappuchino White 45YY 74/073, Antique White 40YY 83/043.

Stucco Paint

Glidden Exterior Flat finish – Tawny Birch (found at Home Depot) or similar
Spray for touch-ups: Rustoleum 2X Ultracover Ivory Satin or similar.

Decks, stair treads and risers

New front and rear decks must have a maximum depth (distance out from the unit wall) of 8 feet and maximum width equal to the width of the unit. (If a larger deck is replaced, it must go back to the standard size; if repaired it can remain as is.)

Pressure treated floor boards, 2 x 6” or 2 x 8” (risers may be 1 x 6”) or Trex or other composite decking in neutral color (natural wood, brown, or gray)

Railings

Wooden rails, painted white
Or Trex or other composite or vinyl in sturdy white material

HVAC systems

May be replaced with the same or similar system without Board of Directors approval, but if size will be different, please submit an ACC form.

Window Coverings

The side which faces the exterior of the Unit shall be of solid color (white or other light colors are strongly encouraged).

Windows, Patio Doors, Screen & Storm Doors

May be added as long as the door trim is white in color. Windows and patio doors may be replaced without specific Board of Directors approval provided the trim is white in color and the style conforms to the existing windows/patio doors.

It is understood by the applicant that the Architectural Committee or, in their absence, the Board of Directors may request additional information or signatures of other unit owners if they are affected by the alteration in any way.

Signature of Unit Owner _____
Date

FOR BOARD USE ONLY:

- Approved
- Disapproved for the following reasons: _____

Board Signature _____
Date