



## The Estates At Munden Farms

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### ARCHITECTURAL CHANGE APPLICATION SUBMISSION GUIDELINES AND PROCEDURES

The information below is important if you are planning **any** external changes to your home or property. Under The Estates at Munden Farms ACC requirements, all such changes must be reviewed and approved by the Board of Directors **prior to execution / starting of any work**. Please familiarize yourself with the requirements and procedures outlined below.

**Requirements:** The HOA documents maintains controls over the types of buildings, structures, and exterior design permitted in the development. The developer originally exercised this control, and when the developer completed his work in 2017 and transitioned to the community, enforcement of the ACC requirements passed to the Board. The documents (Declarations, Article VI) list the procedures for ACC approvals. More specifically Section 6.05, 6.06, 6.07, and 6.08 are applicable.

For any proposed exterior changes to resident's property, the following procedures apply:

1. Homeowner **must** submit the two-page Application for Architectural Review Form (attached at end of this document) to the HOA via The Select Group. This may be accomplished by sending the information via email to Bob Garrett at [bgarrett@theselectgroup.us](mailto:bgarrett@theselectgroup.us). The application must include a **detailed description** of the requested changes so the Board can make a full assessment.
2. The Select Group will document the date the application was received.
3. The Select Group will review the application verifying that all required information is included so that the AREC Committee can make their determination.
4. If management determines that the application is not complete, the entire application will be returned to the applicant with written details on what items are required in order to complete the application. **The application does not begin the process procedures until the completed application is received.**
5. Once the complete application has been received by management, a REFERENCE NUMBER will be assigned to the application.
6. The Select Group will email the owner advising:
  - a. The date the completed application was received.
  - b. The number assigned to their application.
  - c. The date that the completed application was forwarded to the AREC Chairman.
  - d. Amended application information as deemed necessary.
7. The AREC Chairman will review the application and all supporting documentation and notify management that the application is complete.
8. The AREC will submit their recommendation to the Board of Directors.
9. The Board will consider the AREC's recommendation and discuss any issues or concerns raised by Board members. The Board will then vote whether to approve or disapprove the application. The goal is to have a Board decision within 30 days of receipt of the complete application.
10. The Board's decision will be provided to the association management firm, who will notify the resident via email informing them of the decision rendered. If the application is denied, reasons for the denial will be provided.
11. If a proposal is disapproved, the resident may appeal to the Board and request a hearing to review the decision. A quorum of at least three Board members must be present at the hearing. Both the resident and the Board may request others to attend the hearing (for example, the contractor, the Architectural and Rules Enforcement Committee, neighbors, or others).



*The Estates At  
Munden Farms*

**APPLICATION FOR ARCHITECTURAL PROJECT REVIEW**

Please submit to: The Estates at Munden Farms; 2224 Virginia Beach Boulevard; Va. Beach, VA 23454 or fax to 757-486-6988 or email to [itorres@theselectgroup.us](mailto:itorres@theselectgroup.us)

Reference Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

**IMPORTANT: DO NOT BEGIN ANY WORK UNTIL APPLICATION HAS BEEN APPROVED**  
**Please confer with Declarations, Section 6.08 with reference to time frames for approval.**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

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

PHONES: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

E-MAIL: \_\_\_\_\_

In accordance with the Declarations of Covenants and Restrictions, I / We are requesting approval for the following described alteration / change / addition, and have enclosed the documents designated below:

DESCRIPTION OF PROJECT:

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

I / WE ARE PROVIDEING THE FOLLOWING PROJECT DETAILS:

- \_\_\_\_\_ Plans and Specifications including types of Materials to be used.
- \_\_\_\_\_ Survey, Site Plan or Plot Plan showing location of addition or alteration on lot in relation to existing structures.
- \_\_\_\_\_ Illustration of any new or replacement components such as windows, doors, lighting, gutters etc.
- \_\_\_\_\_ Description of plantings / trees to be removed or added.
- \_\_\_\_\_ Copy of City Building and Zoning Permits.
- \_\_\_\_\_ Photographs / Drawings.
- \_\_\_\_\_ Other (as needed).

**Acknowledgement:** I/we understand that I/we must wait for written approval before beginning the subject alteration and that approval by the Architectural Committee does not release our obligation to ensure that the alteration is in compliance with all applicable regulations for the city.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

# Application for Architectural Review

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**ACKNOWLEDGEMENT:** Please obtain four signatures of adjacent and/or visually affected neighbors wherever possible. Acknowledgement indicates awareness of intent, not necessarily approval or disapproval.

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

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

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

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

The Application has been assigned to the Architectural and Rules Enforcement Committee for review. A member of the AREC will review the application and, may visit the home to meet with homeowner and review in person the scope of the project.

## ARCHITECTURAL AND RULES ENFORCEMENT COMMITTEE RECOMMENDATION

**The request as described is APPROVED (with the following conditions if any):**

COMMENTS:

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\_\_\_\_\_  
Signature of ARCH Chair

\_\_\_\_\_  
Date

**The request as described is DENIED for the following reasons:**

COMMENTS:

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\_\_\_\_\_  
Signature of ARCH Chair

\_\_\_\_\_  
Date