



# Homeowners Association, Inc.

c/o The Select Group, 2224 Virginia Beach Blvd., Suite 201, Virginia Beach, VA 23454  
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website: [www.theselectgroup.us](http://www.theselectgroup.us)

## ARCHITECTURAL MODIFICATION REQUEST

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 located at \_\_\_\_\_

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

Email: \_\_\_\_\_

**DESCRIPTION OF REQUEST:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FENCES:** Construction must be: Hourglass design; 4ft. lower section of fence constructed of 1'x4' western red cedar pickets; 2ft. hourglass design topper (1" x 2" western red cedar hourglass pickets with approx. 2" space between pickets) with three-piece trim of western red cedar 1" x 4" rails (mid-trim, top cap, and face board); 4" x 4" pressure treated posts with dog-eared tops; three horizontal 2" x 4" pressure treated rails ruled to posts; gates assembled with stainless steel wood screws. Total height 6ft. (4-ft. solid base with 2-ft. hourglass design topper). For yards with golf course view or back yards or Va. Power easement, can leave the 2 ft topper off of their back section. Those areas; or that section of fencing can be constructed with 2-ft. lower section with 2-ft. hourglass design topper. Fences should not be painted or stained and allowed to weather naturally.

### Attach the following as applicable:

- Plat plan with proposed modification(s) to approximat scale and with dimensions.
- 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.

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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)**

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**FOR OFFICE USE ONLY**

\_\_\_\_\_

**Date received by Association**

\_\_\_\_\_

**Signature**

- APPROVED** by the Architectural Standards Committee OR The Board of Directors OR Landscaping Committee:
- APPROVED with the following contingencies** by the Architectural Standards Committee:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- DISAPPROVED** for the following reason(s) by the Architectural Standards Committee:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Architectural Standards Committee Signature**

\_\_\_\_\_

**Date Signed**

**Please return completed form to The Select Group at the address or fax number provided above or email to [mchu@theselectgroup.us](mailto:mchu@theselectgroup.us)**