

London Pointe Condominium Association, Inc.

c/o The Select Group, Inc., 2224 Virginia Beach Blvd., Suite 201, Virginia Beach, VA 23454
(757) 486-6000 fax: (757) 486-6988 email: itorres@theselectgroup.us website: www.theselectgroup.us

REQUEST FOR APPROVAL OF ARCHITECTURAL IMPROVEMENT OR ALTERATION

Name: _____

Address: _____

PROPERTY ADDRESS/LOT NUMBER OF PROJECT LOCATION, IF DIFFERENT FROM ABOVE:

Phone: Home: _____ Work: _____

Email Address: _____

Requested Improvements: _____

I/We submit all information for approval. I/We further understand and will comply with all of the conditions and requirements stated on this application.

By Owner(s)/Contractor: _____ Date: _____

DO NOT BEGIN ANY WORK UNTIL APPROVAL IS GRANTED

In order to process your request you must submit the following items listed below. If all of the items considered application by the ASC is not supplied, your request may not be reviewed and approved. (It is understood that some items may not apply to your project. If you consider an item to be non-applicable, please annotate "N/A".)

- Description and location of all landscaping.
- Photographs of existing structure and areas to be affected by improvement.
- Doors and windows

- Time Schedule: Beginning Date:** _____ **Completion Date:** _____

Specify and describe the following with color, material, type and finish as well as the detailed manufacturer's product description and specifications for the roof and the exterior surfaces.

Further conditions and requirements that shall be adhered to and made part of subsequent approval:

1. If any change occurs from the submitted and approved specifications, including but not limited to colors, materials and finishes, please resubmit your request for approval detailing the changes.
2. If the approved time schedule (beginning and completion date) changes, please advise for approval the reasons for the delay and the revised dates.

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3. Plans must conform to the restrictions and covenants of London Pointe recorded in the Circuit Court of the City of Virginia Beach, VA.
4. Approval of the plans submitted shall not constitute approval of the plan on any other unit within London Pointe.
5. The approval of this Committee is not a substitute for the required city or state permits and approvals that may be necessary and that must be obtained. If this Committee's approval is in any violation or contradiction of any city or state code, the city or state code shall apply and this Committee as well as the Board of Directors shall not be held responsible.
6. Construction activities shall not be disturbing to the neighbors and should not begin prior to 8:00AM.
7. The construction site, adjacent areas, walkways and streets must be kept orderly, safe and free of debris and hazards at all times.
8. Management will maintain a copy of the plans for each project until the project is completed, at which time the homeowner/builder should contact Management to notify of project completion so that it may be inspected. Upon the inspection, the homeowner/builder may request plans to be returned.

Return completed form to the address or fax number provided above or
email to: mmessina@theselectgroup.us

ASC RECOMMENDATION

_____ ASC grants **APPROVAL** Subject to the Following Conditions:

_____ ASC grants **DISAPPROVAL** for the Following Reason(s):

COMMITTEE CHAIRPERSON

DATE