

Salem Court 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: rphippins@theselectgroup.us or visit us at www.theselectgroup.us

EXTERIOR ALTERATION APPLICATION

Owner: _____ Date: _____

Address: _____

Telephone: (H) _____ (C) _____ Email: _____

In accordance with the Declaration, By-laws, Rules and Regulations and Arcitectural Guidelines, I/We are requesting approval for the following described addition, alteration, or removal to the exterior of my home and/or property:

Description of the addition, alteration, or removal you wish to make:

(The Committee cannot process an application without full and complete description of the style of the item(s) to install, change or remove. Provide pictures if the item is not on the approved list of fixtures.)

Provide as much information as applicable:

1. Plans and specification including type of materials to be used
2. Illustrations of any new or replacement components such as windows, doors, lighting, gutter, etc.; description of fencing to be added.
3. Contractor name, contact information, and license number (if applicable)
4. Photographs/Drawings
5. Other (please describe)

I/We understand that Association written approval must be received **PRIOR** to beginning the subject addition/alteration/removal and that approval by the Board of Directors does not release our obligation to ensure that the alteration is in compliance with the applicable regualtions for the City of Suffolk.

Homeowner Signature Date

FOR OFFICE USE ONLY

Date Received by Management: _____ Date Sent to Board of Directors: _____

_____ Approved _____ Denied – Reason for denial: _____

By: _____ on _____

Date Applicant notified by Management of Decision: _____