

Windward Quarter

REQUEST FOR ARCHITECTURAL IMPROVEMENT/ ALTERATION

NAME: _____

UNIT ADDRESS: _____

PHONE NO: home: _____ work: _____ cell: _____

SUBMISSION DATE: _____

IMPROVEMENT/ALTERATION TO UNIT OR LIMITED COMMON ELEMENTS

Please give a brief description of the improvement, where it is, or is to be located, type of materials involved, etc. Attach a second sheet if necessary, to provide all pertinent information. (Emergencies will be handled on a case by case basis.) Please provide any plats/plans/pictures pertaining to request.

MAIL, FAX, OR EMAIL COMPLETED FORM TO:

Board of Directors
Windward Quarter Condominium Association
c/o The Select Group, Inc.
2224 Virginia Beach Boulevard, Suite 201
Virginia Beach, VA 23454
Fax (757) 486-6988
Or email to malcala@theselectgroup.us

FOR OFFICE USE ONLY

- REQUEST APPROVED BY THE BOARD OF DIRECTORS
 REQUEST APPROVED BY THE BOARD OF DIRECTORS SUBJECT TO
MODIFICATION _____
 REQUEST DISAPPROVED BY THE BOARD OF DIRECTORS

DATE _____ SIGNED _____