

MAIL, FAX, OR EMAIL COMPLETED FORM TO:
Board of Directors Lesner Pointe Condominium Association
c/o My Street Community Management
7231 Forest Ave Suite 102
Richmond, VA. 23226
Email: jessica@mystreetva.com
Phone: 757-702-8182



Architectural Change Request: Request for Architectural Improvement/Alteration

Form Version 1.0 dated 09OCT2024

Condo Declaration, Section 8.5 Alterations and Additions states: "No Unit Owner shall make or permit to be made any material alteration, addition or modification to his Unit without the prior written consent of the Board."

PROJECT INITIATION Request (Improvement/Alteration to Unit or Limited Common Elements)

Please describe the improvement/change, including location, materials involved, labor required, desired time frame, special requests etc. Attach additional sheets to provide all pertinent information including contractor statement of work, project pictures and/or diagrams. Please list any contractors working on this project. (Emergencies will be handled on a case-by-case basis.)

OWNER NAME: _____
UNIT NUMBER: _____ SUBMISSION DATE: _____
PHONE NUMBER: CELL/HOME/WORK: _____
CONTRACTOR _____

A. **No Project Approval Required.** Projects for "replacements in kind" do not require approval. A "replacement in kind" is a change of an existing element (HVAC, cabinet, ceiling fan, ceiling light, floor covering, etc.) for a similar but updated element.

B. **Project Approval Required.** Projects that exceed "replacements in kind" require approval. Below are example projects (not all inclusive) that require approval.

- Any window and door replacements
- Any modification to ducting systems
- Any hot water heater replacements
- Any work inside a finished wall (behind the sheet rock).
- Any interior modifications where any work (plumbing, electrical, gas, etc.) is inside the finished wall board/sheet rock
- Any interior modifications which impact the location of an existing interior wall
- Any change that impacts a drain line
- Installation requests for porch curtains
- Any modification of attic spaces
- Any modification involving penetration of subfloors including the first-floor concrete base.

C. **By making and signing this request you certify that:**

- You ensure your contractor is licensed and insured.
- You and/or your contractor(s) assume responsibility for obtaining any/all required permits.
- You certify that you assume responsibility to the Association and to any affected neighbors for any necessitated repairs or clean-up created by this project.

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- You will provide additional details including before, during, and after pictures. Particularly pictures of the interior of any walls opened.
- D. **Review Process Timeline.** The alternation review process involves consideration of community aesthetics, building infrastructure, safety, and impact on neighbors (including community provided systems e.g. drains). This process requires Committee review and Board action. Allow at least four (04) weeks for this process. Please mention, in the attached request details, if there is a reason for expediting this timeline. In all cases, no work should start prior to the Board of Directors approving your request.
- E. **Unapproved Unit Changes.** Unapproved unit changes, which come to the Boards' attention, will be noted in the Condo Unit File which is held by the current Community Management contractor. This discrepancy will be passed to potential buyers when governance documents are requested.

DATE _____

SIGNED _____

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
- ☐ Completed Request copies forwarded to Board Secretary and Committee for compilation.

Project Final Completion Summary by Homeowner returned to ACC Committee

Final details including before, during, and after pictures. Particularly pictures of the interior of any walls opened.

- ☐ During, and after pictures provided. Particularly pictures of the interior of any walls opened.
- ☐ Date Project Completed _____

Homeowner Signed _____