

Appendix I.

**Green Gables Homeowners Association
ARCHITECTURAL IMPROVEMENT REQUEST FORM
C/O Green Gables HOA ARB Committee
P.O. Box 308, Catharpin, VA 20143
Email: arb.greengableshoa@gmail.com**

Incomplete or Illegible Applications will be returned

Name of Applicant: _____ **Date:** _____

Address: _____ **Lot #:** _____

Telephone: (H) _____, **(W)** _____

Type of Improvement, Modification or Addition: (check appropriate box)

- | | |
|-------------------------------------------------------------------------|------------------------|
| <input type="radio"/> Addition/modification or change to house exterior | Complete Sec (a) below |
| <input type="radio"/> Detached garage, carriage house or bath house | Complete Sec (b) below |
| <input type="radio"/> Barn, Shelter, shed or greenhouse | Complete Sec (b) below |
| <input type="radio"/> Deck, porch, gazebo or patio | Complete Sec (c) below |
| <input type="radio"/> Swimming pool | Complete Sec (d) below |
| <input type="radio"/> Fence | Complete Sec (e) below |
| <input type="radio"/> Other | |

Section (a) Addition/modification or change to house exterior

Please provide an explanation of the project including details on where the addition/modification or change is made, the dimensions, materials, architectural features and colors used.

Section (b) Detached garage, carriage house or bath house

Please provide an explanation of the addition including details on location, dimensions, architectural features, materials, and colors used.

Section (c) Deck, porch, gazebo, or patio

Deck/porch dimensions - across the back of the house: _____

Deck/porch dimensions - distance out from the house: _____

Deck/porch elevation from ground level: _____

Gazebo/patio size and location from the house: _____

Type of materials and colors to be utilized: _____

Section (d) Swimming pool

Pool Dimensions: _____

Pool type (concrete/fiber glass/above ground, etc.): _____

Pool safety enclosure (fence) type: _____

Pool location: _____

Section (e) Fence additions (Note 3-board fences for horse enclosures are recommended in our HOA covenants.)

Total dimensions of the fence: _____

Fence type: _____

Type of gate: _____

Type of materials to be utilized: _____

Section (f) Other: Please provide an explanation of the project, providing details on dimensions, materials and colors as applicable:

All applications must be accompanied by the following materials:

- Attached architectural plans/drawings or photographs of the proposed project. Drawings must show elevations, dimensions, height off the ground, relationship to the existing structures, architectural features, materials used and colors.
- Attach a copy of the property plat showing size, shape, and location of the improvements to residence and to adjoining properties (include specific dimensions of improvement and distances to adjoining properties.) A grading plan must be included if applicable.
- Obtain signatures of all adjacent or affected property owners. The signatures only indicate their awareness of your proposed plans, not their approval. Signatories having concerns about your proposed plan must notify the Association of specific concerns in writing.

Name: _____ Phone Number: _____

Address: _____ Lot Number: _____

Signature: _____

Name: _____ Phone Number: _____

Address: _____ Lot Number: _____

Signature: _____

Name: _____ Phone Number: _____

Address: _____ Lot Number: _____

Signature: _____

I understand and agree to the following:

- That this modification may require a County building permit or may be subject to other government regulations. I agree to obtain all required county approvals. Miss Utility will be contacted prior to the commencement of constructions. Approval of this application satisfies only the requirements of the Association and not any obligations to the County or others as may be required.
- That I assume full responsibility for all landscaping, grading and/or drainage issues relating to the improvements. All work associated with the project will be completed within the property lines. I assume responsibility for any damage to adjoining property (including common areas) or injury to third persons associated with the improvement.
- That no work on this proposal will commence until I receive written approval of the Architectural Review Board (ARB). To do so is a violation of these Guidelines and may result in my being required to remove any unapproved modification and restore my property to its original condition at my own expense if this application is disapproved. I also understand I may be held responsible for any legal fees incurred on behalf of the Association in enforcing this provision.
- That an approval is contingent upon the construction being completed in a timely, professional, and workmanlike manner in accordance with the specifications submitted in this application.
- The members of the Architectural Review Board, with appropriate advance notice, may enter upon my property to make a routine inspection.
- That there are architectural requirements addressed in the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions governing Green Gables and there is an application review process established by the Architectural Review Board.
- That a variation from the original application must be submitted for approval by Architectural Review Board.
- I agree to inform any contractors that they may not dispose of or dump any materials/trash/waste within the properties of Green Gables and that all tree lines belong to private homeowners in Green Gables.

Owner/Applicant's Signature: _____ Date: _____

(For ARB Use Only)

- Approved
- Disapproved
- Approved with Conditions: _____

Comments: _____

ARB Representative: _____ Date of Decision: _____