

Vantage Pointe HOA

Exterior Modification Request Package

Homeowners should read this document in its entirety prior to making any requests. Questions may be directed to Vantage Pointe Board of Directors or Architectural Review Committee as appropriate c/o Sentry Management, Inc. 540-751-1888.

Directions and submission requirements

Homeowners shall fill out one Request for Exterior Modification Form, in its entirety, for each modification/addition request. Prepare accompanying documentation as required including, but not limited to: photos, drawings, and/or diagrams. Dimensions, materials, colors, and design should be presented in as much detail as possible. A photocopy survey plot showing location of the proposed addition/modification should also be included as well as a mapping of any other existing exterior structures. Include samples of materials if you so choose. All of the above constitutes a Request for Exterior Modification Package.

If the request is for anything other than a basketball hoop, shed, pool, hot tub, deck, pergola, fence, and other structural additions that increase the home's square footage such as sunrooms & screened porches, send the Request for Exterior Modification Package to the current Vantage Pointe management company as listed on the Request for Exterior Modification Form. Be sure to keep a copy of the entire package for your records. *NOTE: It is recommended that you follow-up with the Vantage Pointe management company within an adequate time period to confirm receipt of your package.*

A neighbor consultation form should be filled out if the request is for basketball hoops, sheds, pools, hot tubs, decks, pergolas, fences, and structural additions that increase the home's square footage such as sunrooms & screened porches. These are the minimum requirements for consultation, any structural change not covered here that is visible to the possible impacted neighbor should also follow the consultation guidelines and Neighbor Consultation Form must be filled out and included in the Request for Exterior Modification Package provided for review to the Architectural Review Committee. If this is the case, prepare a copy of your entire Request for Exterior Modification Package for each Vantage Pointe residence that adjoins your property, including those separated only by a street or common area. Deliver a complete package, excluding the Neighbor Consultations Form, to each residence. At each residence, be sure to obtain the information and signatures needed on the Neighbor Consultations Form at this time. This information confirms the residents' receipt ONLY of the request package. Once all packages have been delivered and the Neighbor Consultations Form has been completed, mail the Request for Exterior Modification Package to the Vantage Pointe management company as listed on the Request for Exterior Modification Form. Be sure to keep a copy of the entire package for your records. *NOTE: It is recommended that you follow-up with the Vantage Pointe management company within an adequate time period to confirm receipt of your package.*

Failure to include any required information may result in the package being considered incomplete. And the package may be returned for completion and resubmission, restarting the time clock (see process flow). Approved requests must be completed, entirely as requested, unless stipulations were imposed by the Architectural Review Committee. Approved requests will be evaluated post installation/construction to ensure compliance.

Process flow

Homeowner desires to make an exterior modification or addition. Homeowner reviews the Vantage Pointe Exterior Guidelines and Standards document. Homeowner fills out forms and gathers required information and signatures, if applicable. Homeowner submits request package for review. If applicable: Neighbors review the request package and provide input if desired to Vantage Pointe c/o the Vantage Pointe management company within two weeks.

The Vantage Pointe management company receives the homeowner's request package and logs its receipt. They present the package to the Architectural Review Committee for review.

The Architectural Review Committee reviews the package and any information submitted from neighbors (if applicable). The ARC makes a determination or attempts to mediate a solution if necessary. The ARC is required by HOA bylaws to provide approval or disapproval to the homeowner within forty-five (45) days post receipt of the application by the ARC.

If approved, the homeowner may proceed with installation/construction as stipulated by the Architectural Review Committee. If the installation/construction is not started within eighteen (18) months post-approval, approval is considered revoked and a new request package must be submitted. All Vantage Pointe properties will be reviewed for compliance on an annual basis, at minimum.

If disapproved, the homeowner may appeal to the Board of Directors for special exception. The homeowner should send a letter to the Board of Directors, c/o Sentry Management, Inc via contact information provided on the form below expressing the reason(s) for the special exception and any documentation that may aid in review.

The Vantage Pointe management company receives the appeal package and logs its receipt. They present the package to the Board of Directors for review.

The Board of Directors considers the appeal request and notifies the homeowner and the Architectural Review Committee of its determination. **NOTE: The Vantage Pointe management company may facilitate communication to the homeowner, as directed, on behalf of the Architectural Review Committee/Board of Directors.**

Application (CC) # AD

Date

Vantage Pointe Homeowners Association
Request for Exterior Modification
(Use a separate form for each proposed modification/addition)

Homeowners Name (print)	Street Address
Primary Phone Number	Alternative Phone Number
Email Address	
I prefer email correspondence <input type="checkbox"/>	

Title of Modification Requested

Details of Requested Addition or Modification:
Please include a written description, photos, drawings, and/or diagrams (showing dimensions, materials, color, and design) and a photocopy survey plot showing location of the proposed addition/modification. Please enclose samples of materials if available. Attach additional sheets, as necessary.

Indemnification:
I (We) acknowledge and agree that I (we) will be solely liable for any claims, including without limitation, claims for property damage or personal injury that result from the requested addition/modification. I (We) hereby indemnify the Homeowners Association from and against any and all such claims. I (We) understand and acknowledge that I am (we are) responsible for complying with all applicable Loudoun County codes and ordinances, and for obtaining all necessary permits and inspections for the requested addition/modification, and that I am (we are) responsible for all maintenance, repair, and upkeep of said addition/modification. I (We) agree to notify the Architectural Review Committee within 48 hours of completion of this addition/modification for compliance verification.

Signature of Owner	Signature of Co-Owner
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Please keep a copy of your completed application. Email completed application to Sentry Management at ctownes@sentrymgt.com (preferred method) or mail the original application to:
Vantage Pointe Homeowners Association
C/o Sentry Management, Inc
50 Catoctin Cir, Suite 301 NE
Leesburg, VA 20176

Neighbor Consultation Required?

☐

Neighbor Consultation Form Included in Submission?

☐

Neighbor correspondence received and considered?

Approved as requested

☐

Approved subject to the following conditions/modifications:

Disapproved for the following reasons:

☐

Determination provided to Homeowner on _____ (date) via
(method).

Name of Reviewer (Print) Committee Member, Vantage Pointe ARC

Signature

Neighbor Consultations

Neighbor Consultations are required for the following types of requests: basketball hoops, sheds, pools, hot tubs, decks, pergolas, fences, and structural additions that increase the home's square footage such as sunrooms & screened porches. These are the minimum requirements for consultation, any structural change not covered here that is visible to the possible impacted neighbor should also follow the consultation guidelines

Prepare a copy of your request package for each Vantage Pointe residence that adjoins your property, including those only separated by a street or common area. Deliver a copy to each residence and obtain the information and signatures required below to complete your submission to the Architectural Review Committee.

I hereby acknowledge that I have been presented with a copy of _____'s proposal for _____ .

I understand that by signing this form, I am not suggesting the approval or disapproval of this request, but simply acknowledging that I have been presented with a copy of the proposal for review.

I understand that I have the right and responsibility to contact the Architectural Review Committee c/o the current Vantage Pointe management company within 14 days should I have any concerns regarding this request. The Vantage Pointe Architectural Review Committee recommends that you retain a copy of your correspondence for your records.

Certified mail:
Vantage Pointe Homeowners Association
C/o Sentry Management, Inc.
50 Catoctin Circle, Suite 301 NE
Leesburg, VA 20176
Or
Telephone: 540-751-1888
Or
[Email: ctownes@sentrymgt.com](mailto:ctownes@sentrymgt.com)

Name (print)	Street Address
Telephone Number	Signature
Name (print)	Street Address
Telephone Number	Signature
Name (print)	Street Address
Telephone Number	Signature

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