

Appendix B – Request for Modification Form

REQUEST FOR MODIFICATION OR ADDITION

Owners' Name(s) _____ Home Phone: _____

Home Address _____ Work Phone: _____

Cell Phone: _____ Email: _____

Description of Modification or Addition Requested

Please describe in clear and concise language the modification or additions that you wish to make to your dwelling or grounds. A diagram, sketch, photograph or product information should be attached to this request in accordance with section 4 of the Architectural and Maintenance Standards and Guidelines. If additional space is required, please attach separate sheet(s).

Project Start Date & Duration(s): _____

I acknowledge and agree that I will be solely liable for any claims, including without limitation, claims for property damage or personal injury, which result from the requested change or addition. I hereby indemnify the ARB of the Second Gate Post Estates Home Owners Association from and against any violation of any and all applicable codes and ordinances with regard to obtaining all necessary permits and inspections for the requested modification or addition. I also accept full responsibility for the maintenance, repair and upkeep of said modification or addition. **Note signatures are REQUIRED below for all owners of the property:**

DATE _____ Property Owner's Signature _____

Property Owner's Signature _____



ARCHITECTURAL REVIEW BOARD ONLY

Date Received _____

Method of Acknowledgement _____

ACTION:

- () Approved as requested.
- () Approved subject to the following conditions/modifications: _____
- () Returned for additional information: _____
- () Disapproved for the following reasons: : _____
- () Rejected – homeowner may contact BOD for appeal consideration

Copy returned to Owner on _____ Date _____ ARB Signatures _____

Submit completed form & supporting documents by e-mail **GPEIARB@gatepoststates.org** (preferred method) or by mail to: Second Gate Post Estates HOA, ATTN: ARB, P.O. BOX 1081, CENTREVILLE, VA 20121 (additional delays possible)

Note: Review period begins when completed application is received by the ARB (not mailed/delivered) – in some cases the review period may be more than 45 days. Homeowner can note projected start date if timeframe for approval is less than 45 days. ARB Committee will do its best to work with homeowner's request for an expedited approval.

Note: The Approval of a Request for Modification or Addition shall remain valid for one (1) year after ARB signature date above. Work that has not been completed within 365 days shall no longer be considered Approved. If more than 1 year has passed, homeowner must submit a new Request for Approval or Modification.