

**PINEBOROUGH ESTATES HOMEOWNERS ASSOCIATION
ARCHITECTURAL MODIFICATION FORM**

Please return the completed form and all documents to:

Pineborough Estates Homeowners Association
Architectural Review Board
P.O. Box 932
Bristow, VA 20136

NAME OF OWNER(S): _____

PINEBOROUGH ADDRESS: _____

TELEPHONE NUMBERS: _____

In accordance with the Declaration of Covenants, conditions and Restrictions referred to in the Deed covering the property described above, I/we hereby apply for written consent to make the following modifications(s) or addition(s):

DESCRIPTION/DIAGRAM OF MODIFICATION REQUESTED: Please include a description and diagram (sketch or picture if appropriate) of the addition or modification being requested and a copy of your plat or house location plan/survey with the location of the modifications indicated clearly marked. If more space is needed, please attach separate sheets.

Acknowledgment by all of the adjacent property owners **is needed**. The property owner(s) signature(s) contained below indicates **an awareness of intent** and **does not constitute approval or disapproval**.

Date: _____ Signature: _____

Name & Address: _____

Date: _____ Signature: _____

Name & Address: _____

Date: _____ Signature: _____

Name & Address: _____

OWNER'S ACKNOWLEDGMENT: I/We understand that:

1. Material herein contained shall represent alterations which comply with the zoning and building codes of the County to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of such ordinances. The owner is responsible for obtaining the necessary building permits prior to commencement of construction.
2. **No work shall commence until written or verbal approval from the Architectural Review Board has been received by the owner.** Any construction or exterior alteration before approval of this application is not allowed and, if alterations are made, I/we may be required to return the property to its former condition at my/our own expense, and I/we may be required to pay all legal expenses incurred.
3. Approval is contingent upon all work being completed in a workmanlike manner. The Architectural Review Board may make a routine inspection.
4. This request is subject to restrictions by the Declaration and a review process as established by the Board of Directors. Any variation from the original application must be resubmitted for approval. A copy of this request will be returned to me/us after review by the Architectural Review Board.

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, which result from the requested addition or modification. I/we hereby indemnify the Homeowners Association and the management company from and against any and all such claims. Moreover, I/we accept responsibility for all maintenance, repair and upkeep of said addition or modification.

Date: _____ Signature of Owner: _____

Date: _____ Signature of Owner: _____

ACTION BY THE ARCHITECTURAL REVIEW BOARD

Date Received: _____

() **Approved** as requested

() **Approved subject to** the following conditions/modifications:

() **Disapproved** for the following reason(s):

Notification to Homeowner(s): _____
(Date)

Signature of Architectural Review Board: _____