

PELHAM'S CROSSING COMMUNITY ASSOCIATION, INC.

DESIGN APPENDIX A

Exterior Alteration Application

INSTRUCTIONS

1. Please carefully review the Architectural Guidelines booklet prior to completion of this form. Application guidelines for your change are listed in Section V.
2. Describe in full detail your exterior change or modification and/or attach exhibits (sketches, pictures, drawings, clippings and catalog illustrations are acceptable).
3. Specify start and completion dates.
4. Include the signatures of four (4) property owners who are most affected by your request because they are adjacent to or have a view of the project.
5. Show the location of project on your property with a copy of your site plan (given to you by your builder at purchase of home).

Name of Applicant: _____

Address of Proposed Change: _____

Home or Cell Phone: _____

Lot # or Address: _____

Description of Change: _____

Proposed Construction Start and Completion Dates: _____

Signatures: Your signature indicates an awareness of the Applicant's intent and does not constitute nor indicate approval or disapproval.

Name: _____ Address: _____ Signature: _____

Name: _____ Address: _____ Signature: _____

Name: _____ Address: _____ Signature: _____

Name: _____ Address: _____ Signature: _____

NOTES:

1. Nothing herein contained shall violate any of the provisions or Building and Zoning Codes of Spotsylvania County, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.
2. I understand that the Building Ordinance of the Spotsylvania County Building Department requires that I file plans with the Building Inspector in Spotsylvania, Virginia for construction requiring a Building Permit.
3. I understand that any Association approval of my application is not a guarantee of compliance with any applicable local or state requirements and laws.
4. I understand and agree that my project must comply in all regards with the Governing Documents and any issued approvals/conditions of the Association.
5. I understand that any construction or exterior alteration undertaken by me, or in my behalf, before approval of this application is not allowed. If alterations are made, I may be required to return the property to its former condition at my own expense if this Application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred.
6. I understand that members of the Covenants Committee (Committee), the Board of Director and/or management agent of the Association are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project, and that such entry does not constitute a trespass.
7. I understand that any approval is contingent upon construction or alterations being completed in a workmanlike manner.
8. I understand that the application review process usually takes no longer than 15 working days if a "conforming" application is submitted and that an Committee decision is required on all complete applications within 45 days of the receipt of said application by the Committee.
9. It is understood that I am aware of Pelham's Crossing Declaration of Covenants and Restrictions in regard to the review process established by the Board of Directors.
10. I understand that I must complete the work approved in any application within the approved time frame, or will be required to file another application and obtain a new approval before commencement of any work. I further understand that any modifications to the approved application must be subject to a new application and approval of the Covenants Committee.

Applicant's Signature: _____

Date: _____

Committee Recommendation:

Committee Remarks:

Committee Action:

Date: _____

Project Completion Date: _____

If you disagree with the decision of the Committee, and Appeal may be made. For procedures, please refer to Section IV of the Architectural Guidelines.