

WINTERFIELD HOMEOWNERS ASSOCIATION **ARCHITECTURAL REVIEW REQUEST**

Please Submit This Request and Supporting Information via:

- 1) Email to: VictoryComMgt@gmail.com, OR
- 2) Mail to: Winterfield Homeowners Association
Architectural Review Committee
c/o Victory Community Mgt., Inc.
5007C Victory Blvd., #240
Yorktown, VA 23693

1. HOMEOWNER'S NAME: (Please Type or Print): _____

2. ADDRESS OF PROPOSED CHANGE: _____

3. HOMEOWNER'S E-MAIL ADDRESS: _____

4. GENERAL DESCRIPTION OF PROPOSED CHANGE:

Please provide a description of the proposed change and any other pertinent information required to evaluate the change.

5. REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION:

The supporting documentation listed below must accompany this architectural review application. An application submitted without all required submissions will be considered incomplete. In such case, the Winterfield Homeowners Association (WHOA) Architectural Review Committee's 30-day review period will not commence until all required submissions have been provided.

A. Site Plan - A site plan, drawn to scale or appropriately dimensioned, showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines, structures on the property and adjacent dwelling units.

B. Elevations – Side and front elevations of proposed structures which indicate complete construction details of the foundation/footings, exterior walls and roof. For a fence installation, provide an elevation which identifies the style, type of material, color and dimensions of the proposed fence.

C. Finish Materials - A description and/or sample of all finish materials for the exterior surfaces.

D. Exterior Color Samples - Color samples for all exterior surfaces, including but not limited to siding, roofing and trim.

The Winterfield Homeowners Association Architectural Review Committee reserves the right to request additional information deemed necessary to perform a thorough review to ensure compliance with requirements identified in the Declaration of Restrictions for Winterfield. A new 30-day review period will commence upon receipt of required additional information.

6. ESTIMATED START DATE OF CONSTRUCTION: _____

7. ESTIMATED COMPLETION DATE: _____

8. OWNER UNDERSTANDS AND AGREES:

A. Appropriate building permits shall be obtained from York County prior to the start of any construction.

B. No work on this request will commence until written approval has been obtained from the Winterfield Homeowners Association Architectural Review Committee.

C. Exterior alterations undertaken before written approval is obtained are not permitted and that the owner may be required to restore the property to its former condition at owner's expense if such alterations are made and subsequently disapproved in whole or part. Further, owner understands that any legal expense associated therewith may be the responsibility of the owner.

D. Approval will be contingent upon the completion of all work in a workmanlike manner and in accordance with all submittals reviewed and approved by the Winterfield Homeowners Association Architectural Review Committee and Board of Directors.

E. Construction materials shall not be stored on common areas or easements and owner will bear the cost of repairing any damage caused to such areas.

Owner's Signature & Date: _____

Date Received by Architectural Review Committee: _____

Action Taken by Architectural Review Committee & Date: _____

Action Taken by WHOA Board of Directors & Date: _____