

Completed applications must be received by the 5<sup>th</sup> working day of the month in order to be considered during the next ARC meeting. The ARC meets on the fourth Monday of each month.

COVENTRY HOMEOWNER ASSOCIATION, INC.  
EXTERIOR ALTERATION APPLICATION

PLEASE MAIL OR DELIVER TO:

Coventry Homeowners Association, Inc.  
100 Wrought Iron Bend  
Yorktown, VA 23693

Phone No.: (757) 867-9200  
Fax No.: (757) 766-0249  
Email: [coventryhoa@verizon.net](mailto:coventryhoa@verizon.net)

PLEASE NOTE: Exterior alterations commenced without prior approval of the Architectural Review Committee (ARC) are in violation of the Coventry Declaration of Covenants, Conditions and Restrictions (“Declaration”) and are at the Applicant’s own risk. Please review the Declaration and the Architectural Guidelines for Exterior Alterations (“Guidelines”) applicable to your Project Association or Village thoroughly as you prepare for your exterior modification and complete this Application. Neither the Board of Directors nor the ARC has the authority to approve an Application that violates the Declaration or Guidelines.

Applicant’s Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Best Phone Number(s) for Questions: \_\_\_\_\_

Email address for Questions: \_\_\_\_\_

APPLICATION FOR: (DESCRIBE PROJECT)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_\*

*\*If a permit is required for this project, please attach it. If the permit is not yet available, please submit it as soon as it is received.*

**DESCRIPTION OF ALTERATION:** Supplemental sheets, sketches, plats and architectural drawing, fully describing the proposed alteration and location, must be attached before the ARC will review the Application. In case of an exterior color change, a sample of the new color, along with a description of the existing color, must be submitted. Failure to provide the necessary documentation will delay the approval process.

**NOTE:** The Architectural Review Committee has thirty (30) days from the date a complete Application package (including required signatures, plats, sketches, etc.) is reviewed to approve or deny each application. Any Application received after the 5<sup>th</sup> working day of the month could be deferred until the next following ARC meeting. Such deferral will toll (stop) the 30 day review period requirement.

If the Application is not deferred and the Applicant does not receive a decision within 30 days from the date the Application is submitted, the Applicant should contact the Association’s Office to determine the status of the Application. If the Application is approved, the Applicant may proceed with alterations with the understanding

that the modification must comply with the covenants in the Declaration and the provisions of the Guidelines.

By signing below, you acknowledge that you are responsible for acquiring any permits required and, if the modification(s), as constructed, differ in any way from those approved by the ARC, your approval will not extend to such modification(s) and you may be responsible for reversing or correcting the modification as constructed.

Applicant's Signature: \_\_\_\_\_

Applicant's Name (Printed): \_\_\_\_\_

Date Signed: \_\_\_\_\_

Dated Received by Association Manager: \_\_\_\_\_ Control # \_\_\_\_\_

Association Manager's Signature: \_\_\_\_\_

Association Manager's Name (Printed): \_\_\_\_\_

**\*\*To Be Completed By the Architectural Review Committee ("ARC") Only\*\***

This Exterior Modification Application has been:

\_\_\_\_\_ Approved as Submitted

\_\_\_\_\_ Approved with the Following Conditions: \_\_\_\_\_

\_\_\_\_\_ Deferred for the Following Reasons: \_\_\_\_\_

\_\_\_\_\_ Denied for the Following Reasons: \_\_\_\_\_

ARC Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ARC Member Name (Printed): \_\_\_\_\_

ARC Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ARC Member Name (Printed): \_\_\_\_\_

ARC Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ARC Member Name (Printed): \_\_\_\_\_