

Four Seasons Patio Homes Association, Incorporated

P.O. Box 6569, Charlottesville, VA 22906

Architectural Change Request Form

Name of Applicant: _____

Address: _____

Phone: (Home) _____ (Work) _____ Email: _____

Describe proposed improvement:

Change request form must include –

1. Description of work (i.e. - new windows, vinyl siding, fencing, structural changes, house color, etc.). Include drawings, photos, and material samples. Please refer to our covenants for Four Seasons Patio Homes Association (FSPHA) requirements prior to submission.
2. Estimated time for completion of the proposed changes.
3. Please attach any additional documents that may help the Board render a decision on your request.

Applicant Hereby Warrants that Applicant Shall Assume Full Responsibility For:

1. All landscaping, grading, and/or drainage issues relating to said improvements.
2. Obtaining all required State or County approvals relating to said improvements and comply with all applicable State and County ordinances.
3. Any damage to adjoining property, Common Area or injury to third persons associated with improvement.
4. **Work is not to begin** until homeowner receives a **formal approval letter** from the FSPHA Board of Directors.
5. Homeowner accepts full liability for any unapproved / premature improvements and may be required to remove unapproved improvements.

Signature of Applicant(s) _____ Date _____

Please submit your request in writing to –

FSPHA Architectural Change Request, P.O. Box 6569, Charlottesville, VA 22906

You may also email this completed form to fspha.notes@gmail.com.

Four Seasons Patio Homes Association (FSPHA) Board review/approval (Section below)

Date Application Rec'd by FSPHA: _____

Request Approved Subject To: _____

Request Disapproved Due To: _____

Approved

Denied

_____/_____
Signature-FSPHA Board Member / Date

_____/_____
Signature-FSPHA Board Member / Date

Signature-FSPHA Board Member / Date

Signature-FSPHA Board Member / Date