

Appendix B – Request for Modification Form

REQUEST FOR MODIFICATION OR ADDITION

Owners' Name(s) _____ Home Phone: _____

Home Address _____ Work Phone: _____

CellPhone: _____ Email: _____

Description of Modification or Addition Requested

Please describe in clear and concise language the modification or additions that you wish to make to your dwelling or grounds. A diagram, sketch or picture should be attached to this request. If more space is required, please use a separate sheet. (See Section 4 of the GPEII Architectural Guidelines and Standards.)

I acknowledge and agree that I will be solely liable for any claims, including without limitation, claims for property damage or personal injury, which result from the requested change or addition. I hereby indemnify the ARB of the Second Gate Post Estates Home Owners Association from and against any violation of any and all applicable codes and ordinances with regard to obtaining all necessary permits and inspections for the requested modification or addition. I also accept full responsibility for the maintenance, repair and upkeep of said modification or addition.

DATE _____ All Property Owner's Signature REQUIRED _____

Project Start & Completion Date(s): _____



ARCHITECTURAL REVIEW BOARD ONLY

Date Accepted _____

Method of Acknowledgement _____

ACTION

- Approved as requested.
- Approved subject to the following conditions/modifications: _____
- Returned for additional information
- Disapproved for the following reasons: _____
- Rejected – homeowner may contact BOD for appeal consideration

Copy returned to Owner on _____

Date

ARB Signatures

Submit completed form & supporting documents to: **GPEII HOA, ATTN: ARB, P.O. BOX 1081, CENTREVILLE, VA 20121** or email to: GPEIIARB@gatepoststates.org .

Note: Review period begins when completed application is **accepted** by the ARB (not receipt) – in some cases the review period may be more than **45** days. Homeowner can note projected start date if timeframe for approval is less than 45 days. ARB Committee will do its best to work with homeowner's request for an expedited approval.