



Architectural Review Application

Summers Landing Homeowners Association

c/o Executive Community Management

3300 Bourbon Street – Suite 117, Fredericksburg, VA 22508

In accordance with the legal documents of the Summers Landing Homeowners Association, I, _____, hereby request consideration and approval for the following modification(s) to my Summers Landing Lot# _____ located at the following street address:

DESCRIPTION OF WORK TO BE COMPLETED:

IMPORTANT NOTE: APPLICATION MUST INCLUDE THE FOLLOWING (Please Check Off):

- County Recorded Plat showing the location of proposed improvements (should be in your closing paperwork)
- Specifications of Materials on all improvements
- Measurements of all improvements (exterior elevations)
- Picture or Architectural Drawing
- Color Scheme and other details affecting the exterior appearance
- Signed Applications

Estimated Start Date: _____ Estimated Completion Date: _____

I have read the legal documents of the Association and I am aware of all regulations concerning this project. I understand that any construction question or exterior alteration undertaken by me, or in my behalf, before final application approval, is not allowed. I understand that if such construction does take place prior to final approval, I may be sanctioned under the Virginia Property Owners Association Act and the Association’s Policy Rules and Regulation No. 2003-01, “Creation of Procedures to Ensure Due Process in Enforcement Cases”. **I also understand that if a county permit is required, it is my responsibility to obtain the permit(s) before construction begins.** I further understand that I am responsible for the upkeep and maintenance made to the lot. I assume total responsibility and liability for all modifications approved, and release the Association from claim regarding these modifications. I hereby authorize members of the Board of Directors (Bod) and the Architectural Control Committee (ACC) to enter upon my lot for the purpose of inspecting the proposed project, the project in process, and the completed project.

Applicant’s Signature: _____ Date: _____
Applicant’s Phone Number: _____ Email: _____

Summers



Landing

NOTE: DO NOT WRITE BELOW THE DOTTED LINE

ACC Recommendation:

Approval: ___ Disapproval: ___

ACC Representative's Remarks:

ACC Representative's Signature: _____ Date: _____

BoD Recommendation: Concur: ___ Do Not Concur: ___ Date: _____

Application returned for additional Documentation: ___ Date: _____

BoD Remarks:

BoD Representative's Signature: _____ Date: _____

Project Appeal Procedure:

If you disagree with the decision of the ACC, you may request a hearing by the Summers Landing Board of Directors. Please provide a written request to the Board within 30 days.

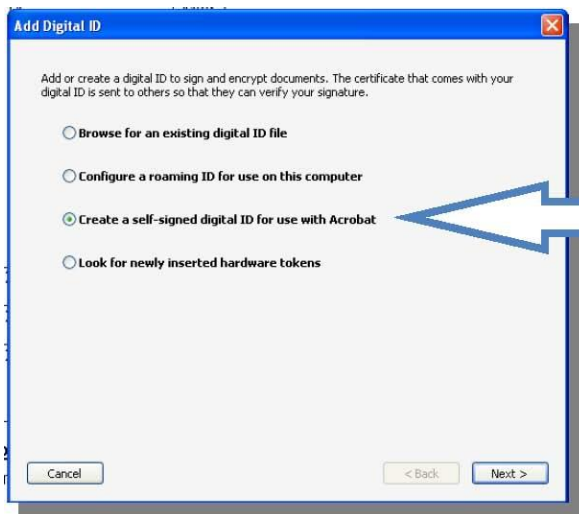
PLEASE NOTE: The review process takes approximately 30 to 45 days for a fully completed application.

Last Revision 01/17/2015

Creating a Digital ID to Sign Documents Electronically

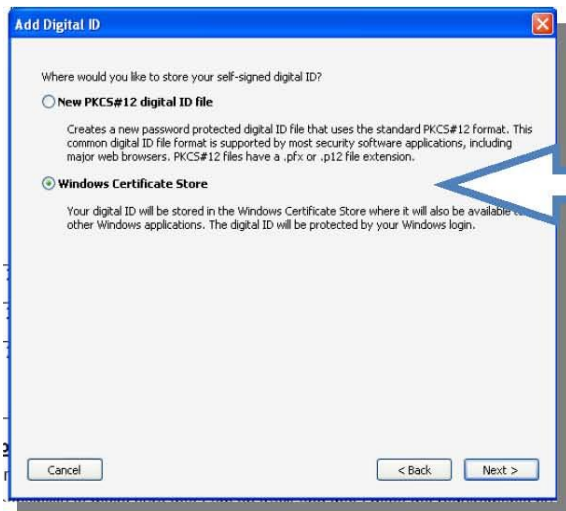
In order to fill in and sign forms electronically, you will need to download Acrobat Reader and create a Digital ID.

1. You can download a free version of Acrobat Reader on this page: <http://get.adobe.com/reader>
2. If you do not have a Digital ID already, you will need to create one. To create a “Digital ID”, please do the following:
 - a) Click on this “Digital Signature”:
 - b) If you do not have a Digital ID already, the screen below will pop up.



Select “Create a self-signed digital ID for use with Acrobat” and click on the “Next” button.

- c) You will need to decide where you would like to store your self-signed Digital ID. Please select one of the options below and click on the “Next” button.



If you want to create a password protected file, you may want to store your signature as a “New PKCS#12 digital ID file”.

If you do not want to enter a password every time, you can select the “Windows Certificate Store” option.

Summers Landing

- d) You will need to enter your Identity Information (e.g. Name & Email) for your digital signature. Click on the “Finish” button to complete the process

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): Ana Portocarrero

Organizational Unit:

Organization Name:

Email Address: jf_ragazza@yahoo.com

Country/Region: US - UNITED STATES

Enable Unicode Support

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Finish

3. After you create and store your Digital ID on your computer, you should get the screen below when you click on the “Digital Signature” field.

NOTE: If you use a different computer, you will need to create a new Digital ID!

Sign Document

Sign As: Ana Portocarrero <jf_ragazza@yahoo.com>

Password:

Certificate Issuer: Ana Portocarrero

Appearance: Standard Text

Digitally signed by Ana Portocarrero
DN: c=USA, o=Portocarrero, ou=MANA Program, University of Florida, ou=jf_ragazza@yahoo.com, cn=US
Date: 2009.04.29 15:24:08 -0400

Lock Document After Signing

Sign

Click on the “Sign” button to sign the document electronically.

4. When you sign a document, you are making changes to the original document. You will have to save a copy of the document that you signed.

Save As

Save in: C:\Working\Forms

DigitalID-Instructions.pdf
DigitalID-Instructions-S.pdf

Type: Adobe Acrobat Document
File Size: 63 KB
Modified: 4/29/2009 11:22 AM

File name: DigitalID-Instructions.pdf

Save as type: Adobe PDF Files (*.pdf)

Save Cancel

If you want to keep a copy of the original document (without the signature), as well as the signed copy, you will need to change the file name so that it doesn't replace the original document.
(HINT: You could add “-S” after the original file name)