



**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:**

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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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**

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**ACC Recommendation:**

Approval:  Disapproval:

ACC Representative's Remarks:

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ACC Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**BoD Recommendation:** Concur:  Do Not Concur:  Date: \_\_\_\_\_

Application returned for additional Documentation:  Date: \_\_\_\_\_

BoD Remarks:

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BoD Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**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