

Russlen Farms

APPLICATION FOR MODIFICATION

Name:	Date Submitted: / /
Address:	Home Phone: () -
Email:	Office Phone: () -

MINOR MODIFICATIONS

Description of modification. Be sure to review relevant guideline(s) before submission: Check if Attachments

Start Date: / / Projected Completion Date: / /

MAJOR MODIFICATIONS

<input type="checkbox"/> Fence	<input type="checkbox"/> Screened Porch	<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> Deck	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Architecture Modification
<input type="checkbox"/> Gazebo	<input type="checkbox"/> Room Addition	<input type="checkbox"/> Other _____

Description of modification. Be sure to review relevant guideline(s) before submission. *Attach separate sheet if necessary.* Check if Attachments

Please provide the ACC with all the information necessary to evaluate your request thoroughly and quickly. Requests must include, without limitation, the following information: site plan (including all dimensions), color chips (if applicable), detailed description of the request, list of materials, pictures, brochures (if applicable), and any other information as specifically required.

APPLICATION FOR MODIFICATION – PAGE 2 OF 2

NEIGHBORS NOTIFICATION

You may, at your discretion, discuss the modification(s) described on this submittal with closest neighbors who will be directly impacted by the proposed modification(s). Have neighbors sign below:

Neighbors Signature:	Date: / /
Neighbors Signature:	Date: / /

HOMEOWNERS SIGNATURE

Please refer to the guidelines for required information to be included with this form – incomplete forms, including missing information will be returned without review.

I understand and agree that no work on this request shall commence until written approval of the Russlen Farms ACC has been received by me. I understand that I am responsible with all city, county and state regulations. Permission is hereby granted for members of the ACC and appropriate Russlen Farms Homeowners Association representatives to enter the property to make reasonable observation and inspection of the requested modification and completed project.

Neither the Russlen Farms Homeowners Association, the Association Board of Directors, the ACC nor their respective members, officers, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgement, negligence or non-feasance, arising out of any action with respect to any submission. The architectural review is directed toward review and approval of site planning, appearance and aesthetics. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue all of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof. If the project has not been completed by the **valid until** date, then the homeowner must resubmit the request.

Homeowner's Signature:	Date: / /
Homeowner's Signature:	Date: / /

Forward Application for Modification Form to:
Betty Gray at R & B Management:

Email: Gray1806@adelphia.net
Fax Number: 345.1503
Phone Number: 345.4139
Mailing Address: 112 Par Drive Salem, VA. 24153

Received By:	Date Received: / /	<input type="checkbox"/> Approved <input type="checkbox"/> Deigned
Reviewed By:	Date Reviewed: / /	Valid Until: / /

Conditions of Approval:

FINAL APPROVAL AND PROJECT COMPLETION

Inspected By:	Date Inspected:	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
---------------	-----------------	---

*If rejected, please attach separate sheet explaining reason, corrective action required, and completion date.