



Homeowners Association, Inc.

Application for Modification 2016

To be Reviewed and Approved by the Architectural Review Committee (ARC)

Name:	Date Submitted:
Address:	Home Telephone:
Email:	Cell or Office Phone:

Minor Modifications

Modification Description – Review Relevant guidelines before submission
Start Date:
Projected Completion Date:

Major Modifications (check all that apply)

Fence	Screened Porch	Pool
Deck	Retaining Wall	Architectural Modification
Gazebo	Room Addition	Other:

Description of Modification – Be sure to review relevant guidelines prior to submission.
Please provide the ARC 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.
Start Date:
Projected Completion Date:

Russlen Farms

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

Neighbor signature:	Date:
Neighbor signature:	Date:

Homeowner Signatures

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 ARC has been received by me. I understand that I am responsible for and required to comply with all city, county and state regulations. Permission is hereby granted for member of the ARC and appropriate Russlen Farms Homeowner Association representatives to enter the property to make reasonable observation and inspection of the requested modification (s) and completed project.

Neither the Russlen Farms Homeowners Association, 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 judgment, 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 homeowners must resubmit the request.

Homeowner Signature:	Date:
Homeowner Signature:	Date:

Send Application for Modification to:

Megan Wright
Murray Realty, Inc.
4519 Brambleton Avenue, Suite 200
Roanoke, VA 24108

Email:

MeganW@MurrayRealty.com

Fax: 540-362-4464

Phone: 366-7771 x 205

Received By:	Date:
Approval/Denied	Conditions of Approval/Reason for Denial:
Final Approval:	Date: