

Dockside Condominium Owners Association

Architectural Change Request Application

Please submit the completed form and all documentation. All owners must sign this application. Modifications may not commence prior to receiving approval of the Board of Directors.

NAME OF OWNER (s): _____ DATE: _____

MAILING ADDRESS: _____

ALTERATION ADDRESS: _____
(Dwelling, Storage Unit, Slip Number)

TELEPHONE NUMBERS: H _____ W _____ C _____

EMAIL ADDRESS: _____

DATE MODIFICATION TO BE STARTED: ____/____/____

DATE TO BE COMPLETED: ____/____/____

WORK WILL BE DONE BY: HOMEOWNERS CONTRACTOR

In accordance with the Declaration of Covenants, Conditions and Restrictions (as amended) covering the property above, I/we hereby apply for written consent to make the following modification(s) or addition(s).

DESCRIPTION OF MODIFICATION REQUESTED: _____

Please attach a plat (property plan view) or diagram of the proposed modification showing exact location on lot as well as a description of all exterior materials to be used, including colors, and measurements.

OWNERS'S ACKNOWLEDGEMENT: I/We understand that:

1. Material contained herein will represent alterations that comply with zoning and building codes of County of Gloucester to which the above property is subject. Further, nothing contained herein will be construed as a waiver or modification of such ordinances. The owner is responsible for obtaining the necessary permits prior to commencement of construction.
2. No work will commence until owner has received written approval from the Board of Directors. Any construction or exterior alteration before approval of this application is not allowed, and if any alterations are made, I/we may be required to return the property to its former condition at my/our own expense; and that I/we may be required to pay all legal expenses incurred.
3. Approval is contingent upon all work being completed in a professional manner and any alteration or modification that is not finished in such manner and in accordance with the approval granted may be required to be removed or repaired at the homeowner's risk and expense, including any legal fees required to enforce this acknowledgement. Members of the Board of Directors or the Board of Directors or the management agent may make routine inspections. Approval, if granted is solely meant as a waiver from the restrictions in the Declarations and is not meant to comment or advise on the fitness or safety of any proposed alteration or modification.
4. I/we acknowledge that I/we will be solely liable for any claims, including without limitation, claims for property damage or personal injury which result from the requested addition or modification. I/we hereby indemnify the Association, Board, the Board of Directors and the management company from and against any and all such claims. Moreover, I/we accept responsibility for all maintenance, repair and upkeep of said addition or modification.

5. Final approval will be given upon the completion of the project. A final inspection will be conducted of the completed project by the BOARD. **Upon completion of the project please call the Management Company to set up an inspection.** This may be accomplished by Gloucester County if building permit was issued.

Signature of owner

Signature of owner

ACTION BY THE BOARD OF DIRECTORS

APPROVED AS SUBMITTED

APPROVED SUBJECT TO THE FOLLOWING CONDITIONS

DENIED FOR THE FOLLOWING REASONS

Date homeowner(s) notified of Architectural Committee decision: _____

Restrictive Covenants – As part of the documents you received when you purchased your home was a copy of the Declarations of Covenants, Conditions, Restrictions and Easements. This document sets out a basic list of restrictions that were designed to insure an orderly and well-maintained community. All owners have agreed to abide by this document as a condition of their purchase.

Modifications- The most frequent activity of the Board of Directors is the review of proposed modifications submitted by homeowners. All changes to a homeowner's property, which affect the appearance of the home or lot, must be submitted for review and approval by the Committee. No work should begin prior to having received a written approval of your project from the Architectural Committee, nor should any work vary from the proposal approved by the Committee. Keeping in mind the Board of Directors is comprised of volunteers who are not compensated, we suggest the following:

- **Submit your application early.** (The committee has up to 30 days to consider your request. In the event you need to apply for a building permit from the County of Gloucester as well, it is advisable to have Committee approval to submit with that application.)
- **Be sure your application is complete and accurate.** (Missing or incorrect information slows the process for everyone. accurate drawings of the proposed project will assist the committee in understating the final appearance.)
- **Don't start work until you have received a written approval from the Board of Directors.** (you can be compelled to restore your property to its original condition at your expense)
- **Be available for clarification and discussion.** (don't submit application just before going out of town)
- **Do not attempt to rush process.** (every effort will be made to arrive at a decision in less than the allotted 30 days)
- **There is an appeal process if your application is denied.** (Denials will be accompanied by reasons for the decision and particulars of the appeal process)

Mail this completed application addressed to

Gina Combs
c/o Chesapeake Bay Management, Inc.
600 Thimble Shoals Blvd. Suite 200
Newport News, VA 23606
(757) 534-7751 Fax (757) 534-7765
Email: gcombs@lcbm.com

If you are not sure if an application is required for your project please contact management.