

# The Vineyards Homeowners Association, Inc.

Architctural Review Application For Improvements  
www.the-vineyards.org



(Please Print All Information Clearly)

Lot Number : \_\_\_\_\_

Street Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address For Correspondence: \_\_\_\_\_

(If Different Than Property Address)

Please Briefly Describe Your Improvement Request: \_\_\_\_\_

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

Attachments: Please make sure that all required items are attached and that the form is completed fully. Incomplete applications may not be processed until all information is received. The Architetural Review Committee (ARC) for the Vineyards Homeowners Assocation has thirty (30) days from the day of receipt of a completed application to respond to your application - in most cases it will be much sooner than this. Examples of attachments required for review are:

1. A site plan / plat of the lot showing the proposed location of the improvement. Please include dimensions from the improvement to the property lines where applicable. Any tress larger than 6" in diameter should be maked with an "X" on the plat for reference.
2. A complete description of materials, specification, color, and if possible a brochure,or photo showing details is helpful.
3. Please review the "Second Amended And Restated Declaration Of Covenants, Conditions And Restrictions Of The Vineyards" which can be downloaded from our website www.the-vineyards.org if you have any questions regarding compliance with an ARC submission. You may also contact either an ARC Committee member, or a Board Member to discuss you project prior to submmission.

Submit your completed application to :

Berkeley Realty Property Management  
150 Strawberry Plains Rd, Suite A-1  
Williamsburg, VA 23188  
(757) 229-6810

*Please remember that the Architetural Review Committee has thirty (30) days from the date of receipt by the Committee to recommend approval or disapproval of architectural applications . If all necessary information is not provided with the initial appliacion this may delay your request.*

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*Please do not write below this line*

Application:

- ( ) Approved  
( ) Approved with changes or conditions noted  
( ) Disapproved, more information is needed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
( ) Disapproved

\* Approval is good for twelve (12) months from the date of approval. If requested improvement is not completed within that time period ARC approval is deemed to be voided and the application must be resubmitted to the committee. Approval by the ARC does not warrantee contractor's performance or worksmanship. Property owners are responsible for compliance with all permit requirements or building codes where applicable. This includes compicance with all RPA regulations.

Committee Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_