

**Architectural Guidelines And Regulations Of The Manor At Woodbridge Pointe Homeowners Association, Inc.**

**THE MANOR AT WOODBRIDGE POINTE COMMUNITY ASSOCIATION  
EXTERIOR ALTERATION APPLICATION**

Please mail to:  The Manor at Woodbridge Pointe Homeowners Association, Inc. 525 S. Independence Blvd., Suite 200 Virginia Beach, VA 23452	From: (Print/Type) Name: _____ Address: _____ Tel: _____
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**NOTE:** Exterior alterations commenced without prior approval of the Architectural Committee are in violation of the covenants and are at the applicants own risk. Review all conditions, restrictions, and easements to prevent any undo hardship.

**Application Request:** Has an Application for this project been previously submitted? (circle) YES / NO

Circle the appropriate project for Application request:

New construction/Repair/Alteration/Landscaping/Relocation of existing structure/Shed/Deck/Porch/Porch rails/Guttering/Excavation/Irrigation system/Grading/Exterior finish/Exterior color scheme/Fence/Wall Building/Tree(s) (Add / Remove)/

Other: \_\_\_\_\_

Estimated Start date: \_\_\_\_\_ Estimated Completion date: \_\_\_\_\_  
Note: Project time line should not exceed 180 days. Approval is required for requests of time extensions reasonable in nature.

**Description of Alteration:** Supplemental sheets, dimensions, sketches, plats, and architectural drawings describing the proposed alterations, must be attached prior to the ACC reviewing the application. For requests relating to a change in exterior color, a sample of the new color(s) and a description of the existing color must be submitted. Copies of approved City permits and Zoning variances shall be provided to the Architectural Committee. These may be provided after the initial project approval by the Architectural Committee and will be required for the final Association inspection.

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**NOTE:** Approval of any alteration by the Architectural Committee does not relieve the applicant of their responsibilities to ensure the alteration requested does not violate Virginia Beach statutes, Building Codes, Zoning Ordinances, and/or any required permits. The final inspection and approval will be based on the required documents and adherence to the original package submission. Any variation to an application must have prior written approval. Three (3) address and signatures of adjacent neighbors notified of the project may be required for submittal with application package.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Architectural Guidelines And Regulations Of The Manor At Woodbridge Pointe Homeowners Association, Inc.

## ARCHITECTURAL COMMITTEE USE ONLY

Primary Initials: \_\_\_\_\_

Secretary Initials: \_\_\_\_\_

Chairperson Initials: \_\_\_\_\_

Approved / Disapproved

Approved / Disapproved

Approved / Disapproved

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Application approved with the following conditions (Including citing of the declaration, if applicable):

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Reason for Disapproval (Including citing of declaration, if applicable):

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Recommend:  HOA Board Hearing

Resubmission of application with required changes

\_\_\_\_\_  
COMMITTEE MEMBER

\_\_\_\_\_  
COMMITTEE CHAIRPERSON

\_\_\_\_\_  
HOA PRESIDENT

FINAL INSPECT DATE: \_\_\_\_\_

PASS / FAIL (Circle)

During final Inspection ensure all copies of approved permits, zoning variances, and other required documents are attached to homeowner's original submission package.