

# WALDON BY THE CHESAPEAKE CONDOMINIUM ASSOCIATION

## EXTERIOR ALTERATION APPLICATION

Please mail or deliver to: Waldon By The Chesapeake Condominium Association  
525 S. Independence Blvd., Suite 200  
Virginia Beach, VA 23452  
(757) 497-5752 Fax (757) 497-9133

Warning: Exterior alterations commenced without prior approval of the ACC are in violation of the covenants and are at the applicant's own risk. Please review all the Conditions, Restrictions, Easements, Charges, and Liens.

**FROM:** (Please print in ink or type)

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE: HOME:** \_\_\_\_\_ **WORK:** \_\_\_\_\_

Project is expected to begin on \_\_\_\_\_ and be completed by \_\_\_\_\_

**APPLICATION FOR:** (check appropriate work)

New Construction \_\_\_\_\_ Repair \_\_\_\_\_ Alteration \_\_\_\_\_ Landscaping \_\_\_\_\_ Storm Door \_\_\_\_\_

Relocate Existing Structure \_\_\_\_\_ Building \_\_\_\_\_ Fence \_\_\_\_\_ Wall \_\_\_\_\_ Shed \_\_\_\_\_ Deck \_\_\_\_\_

Porch \_\_\_\_\_ Porch Rails \_\_\_\_\_ Guttering \_\_\_\_\_ Excavation \_\_\_\_\_ Grading \_\_\_\_\_ Yard Ornaments \_\_\_\_\_

Exterior Finish \_\_\_\_\_ Exterior Color Scheme \_\_\_\_\_ Other \_\_\_\_\_

**DESCRIPTION OF ALTERATION:** Supplemental sheets, sketches, plats and architectural drawings, fully describing the proposed alteration, must be attached before the ACC will review the application. In case of an exterior color change, a sample of the new color along with a description of the existing color must be submitted.

**ACKNOWLEDGEMENT:** Please obtain four signatures of adjacent and/or visually affected neighbors wherever possible. Acknowledgement indicates awareness of intent, not necessarily approval, or disapproval.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

Note: The ACC has forty five (45) days from the date an application has been received to approve or disapprove each application.

OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICATION FOR ARCHITECTURAL REVIEW – Page 2

ARCHITECTURAL REVIEW BOARD:

The request as described is approved.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The request as described is approved with the following conditions:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The request as described is denied.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The request as described is denied because of the following conditions:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Waldon by the Chesapeake Association Window  
Replacement Installation Requirement Policy:**

This Policy requires the Home Owner to submit an Exterior Alteration Application (EAA) to the Board of Directors and the Architectural Committee for approval. The Application must specify:

1. The installed windows are to be New Construction Windows with new framing for the window (Replacement or Retrofit Windows are not authorized to be installed).
2. The Type/model of window(s), product/stock number as well as the color. The window's color must be as close as possible to the current Authorized Bronze color windows and a sample of the color must be attached.
3. The Sales Agreement needs to be submitted with the application (pricing not required) and it must specify that the windows are New Construction Windows with new framing for the window, and the name of the Retailer, Manufacturer and Installation Company.
4. The Installation Contract/Agreement must be submitted with application (pricing not required) and it must include that installation will include removing current Cedar trim, going back to studs and installing Fiberglass Brown Contemporary Split Double hung window with nailing fin, waterproof tape and Dow type insulating foam and Replace painted new cedar trim and siding which will match existing color of the building's paint.
5. Supplemental sheets, sketches, plate and architectural drawing, fully describing the proposed alteration, must be attached to the EAA before the Application will be reviewed.

WALDON BY THE CHESAPEAKE ASSOCIATION  
UNIT OWNER AFFIDAVIT FOR WINDOW REPLACEMENT

I, \_\_\_\_\_, first being sworn upon oath, depose and say:

1. I am a member of the Waldon By The Chesapeake Condominium Association, whose current address is \_\_\_\_\_, located in Waldon By The Chesapeake Condominium Association.
2. I affirm that I have read and agree to be bound by the Waldon by the Chesapeake Association Window Replacement Installation Requirement Policy.
3. I have attached to this Affidavit an Exterior Alteration Application which details the proposed work to be done, including the type of Windows I have chosen to install in my Unit.
4. Pursuant to Article 4 of the Declaration and Article 6, Section 5 of the Amended Bylaws, I must obtain the prior written consent of the Board of Directors to install windows that are not in accordance with the Association's recommended window guidelines.
5. The Association has recommended window replacement guidelines which have been made available to me and which I have had the opportunity to review.
6. In choosing to not use the Association's recommended window replacement guidelines, I hereby absolve the Association and all of its representatives of any and all responsibility of insuring, maintaining, repairing or replacing any windows or damage caused thereof, beginning at the time work commences until such time that the windows are fully restored to the Association's recommended guidelines. I further acknowledge that any improper installation of such windows that causes damage to the Common Elements of the Association shall be my responsibility to repair or replace.
7. I further affirm that I shall obtain and maintain separate insurance for such windows and damage caused thereof, including but not limited to damage caused by leaks, and any repair, maintenance and/or replacement of these windows, including any and all issues that may arise from any and all of the work proposed within the attached Exterior Alteration Application.

8. In the event the windows are fully restored to the Association's recommended guidelines, the Association shall thereafter only take on any responsibility which it may have had prior to work commencing on the Unit as described in the attached Exterior Alteration Application.
9. I agree and affirm that this Affidavit, and the covenants herein, shall run with the land and that every current or future owner, occupant or guest is bound by the conditions and responsibilities of this document.

I solemnly affirm under the penalties of perjury and upon personal knowledge that the contents of the foregoing are true.

\_\_\_\_\_ Signature

\_\_\_\_\_ Print

COMMONWEALTH OF VIRGINIA  
CITY OF \_\_\_\_\_, TO WIT:

SUBSCRIBED, SWORN AND ACKNOWLEDGED before me, a Notary Public, in and for the State and City aforesaid, by \_\_\_\_\_, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expiration