

Yorke Pointe Architectural Revision Committee Form

A completed form must be submitted for all exterior alterations to property. Completed form should be submitted to the Homeowner’s Association Architectural Review Committee (ARC) for approval before construction begins. All ARC applications will be valid for a period of one year after approval date.

After the ARC Form is approved, no changes can be made without submitting a revised form. Two board members will meet to approve any request. After the improvements have been made, two committee members will inspect the homeowner’s property to insure that plans have been followed. Any discrepancies will be brought to the attention of the homeowner and followed immediately by a letter stating how they are to be corrected.

The ARC will process this application without undue delay, although they have up to 14 days for review. The procurement of additional required information may extend the processing time and is not a waiver of the committee’s authority.

The Architectural review process is described in the governing document and the rules. If you wish to discuss this application with the Committee, contact the committee chair. If you disagree with the decision of the Committee, a written appeal may be made within 10 days of receipt of their decision.

TO BE COMPLETED BY THE HOMEOWNER

Homeowner Information	
Last Name	
First Name	
Street Address	
Daytime Phone Number	
Evening Phone Number	
E-mail Address	
Complete if work will be done by a third party	
Business Name	
Business Contact	
Contact Phone Number	
Business Website (if available)	
Describe Proposed Changes	
Attach map, plans, survey &/or additional information to support ARC form	

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Homeowners Agreement: I have completed this application in good faith and it accurately represents the alteration I propose to make. I understand that approval of this application does not authorize me to violate any provisions of the Architectural Standards, Declarations of the building and county zoning codes.

I understand and agree that any construction or alteration undertaken prior to receipt of the Architectural Review Committee's approval is at my own risk, and that I may be required to return the property to its former condition at my own expense should the application be disapproved wholly or in part and I may be subject to fines.

I understand that representatives of the Architectural Review Committee are permitted to enter upon my property at any reasonable time for inspecting the area for the proposed project, the project in progress or the completed project and that such entry does not constitute trespass.

I understand that work must be completed in a workman-like manner as soon as possible after the committee's approval and that the improvement must be built only on my property.

Homeowner Signature	Date

To submit ARC forms by mail, Send completed applications to the address below. ARC Forms may also be hand delivered or e-mailed to any Yorke Pointe Board Member.

Mailing Address:
Yorke Pointe HOA
 Attn: Exterior Alteration Committee
 P. O. Box 731
 Mechanicsville, VA 23111

TO BE COMPLETED BY ARCHITECTURAL REVIEW COMMITTEE

Date Received	Decision	Signatures of Architectural Review Committee Members	Decision Date
	Approved <input type="checkbox"/> Denied <input type="checkbox"/>		
Architectural Review Committee Comments &/or Recommendations			