

**Emerald Hills Homeowners Association Inc.**

PO Box 1024, Fishersville, VA 22939

**Modification Request Form**

Application for Property Improvement

**INSTRUCTIONS:** Fill this form out completely and mail to the Board at the address above.

**MODIFICATION REQUEST REQUIRED:** Residents are required by the CC&R's to submit a "Modification Request" for approval by the Board of Directors before you do any exterior modifications to your property. This includes home painting, structural additions, fences, walls, sheds, pools, etc.

**CC&R:** Review the covenants in your copy of the CC&R's or use the CC&R's online, <http://EHHOA.info>.

**ALLOW 3 WEEKS FROM RECEIPT FOR REVIEW:** Your modification request will be reviewed by the Architectural Review Committee (ARC). Please allow at least three weeks from date of receipt of your modification request for this review. If the ARC has any questions on your request, they will contact you. If the ARC does not respond in 30 days, the project is approved.

**ELECTRONIC SUBMISSIONS:** Currently there is no process to allow electronic submission of your modification request.

**CONTACT BOARD:** Contact the Board via [board@ehhoa.info](mailto:board@ehhoa.info) or letter if you have any questions.

Date: ___/___/___	Section: ___ Lot #: ___	Email: _____
Name: _____		Day Phone: (____) _____
Address: _____		Eve phone: (____) _____

**Type of Modification**

Home Addition

Fence

Wall

Arbor

Basketball Court

Tennis Court

Swimming Pool

Shed

Play House

Bath House

Hot Tub

Other

Describe: \_\_\_\_\_

\_\_\_\_\_

**Provide a Brief, Complete Description of the Modification:**

Color  Material

Length  Width  Height

Have you discussed this with your neighbors?  YES  NO

Their comments, if any: \_\_\_\_\_

**Draw or attach a simple sketch of the modification below**

Include a plan showing your house, lot lines, and location of project w/r to your house, and lot lines. Use different views and attach additional pages or picture if needed.

Approved  Disapproved  Cond. Approval      ARC Signature  Date \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_