

# EHHOA - Property Improvement Modification Request Application

Please complete and mail this form and any attachments to the address shown to the right.

Architecture Review Committee  
Emerald Hills Homeowners Association Inc.  
PO Box 1024  
Fishersville, VA 22939

**Instructions:** Fill out this form for each modification project. **Mail** the completed form and project sketch (if required) to the address above. Architecture Review Committee (**ARC**) will contact you to let you know that the request has been received (date of receipt).

**Modification Request is Required:** Owners are required by our Covenants, Conditions, and Restrictions (**CC&R's**) to submit a "Modification Request" for approval by the **ARC** before you do any exterior additions or modifications to your property. This includes home painting, structural additions, fences, walls, sheds, hot tubs, decks, porches, pools, driveway extensions, roofing, etc. **Covenants, Conditions, and Restrictions:** Review your copy of the **CC&R's** or use the Covenants, Conditions, and Restrictions on our website at <http://ehhoa.info/>.

**Please allow three weeks from receipt for review:** Your modification request will be reviewed by **ARC**. Please allow at least three weeks from date of receipt of your modification request for this review. **ARC** will contact you if they have any questions regarding your request.

**Contact** Architecture Review Committee ([Arc@ehhoa.info](mailto:Arc@ehhoa.info)) or Board of Directors ([Board@ehhoa.info](mailto:Board@ehhoa.info)) if you need assistance.

|               |                      |                 |                      |            |                      |
|---------------|----------------------|-----------------|----------------------|------------|----------------------|
| Date:         | <input type="text"/> | Street address: | <input type="text"/> | Email:     | <input type="text"/> |
| Name:         | <input type="text"/> |                 |                      |            |                      |
| Mail address: | <input type="text"/> |                 |                      | Day phone: | <input type="text"/> |
|               |                      |                 |                      | Eve phone: | <input type="text"/> |

## Type of modification

- ☐ Home Addition
- ☐ Fence
- ☐ Wall
- ☐ Arbor
- ☐ Basketball Court
- ☐ Tennis Court
- ☐ Swimming Pool
- ☐ Shed
- ☐ Play House
- ☐ Bath House
- ☐ Hot Tub
- ☐ Solar collection
- ☐ Painting
- ☐

## Description of the modification:

|         |                      |           |                      |
|---------|----------------------|-----------|----------------------|
| Color:  | <input type="text"/> | Material: | <input type="text"/> |
| Length: | <input type="text"/> | Width:    | <input type="text"/> |
|         |                      | Height:   | <input type="text"/> |

Provide a brief, complete description of your modification project to your house and lot lines:

Have you discussed this with your neighbors? ☐ Yes ☐ No

Neighbor's comments, if any:

Sketch included?: ☐ Yes ☐ No

## Include a simple sketch of the modification

Mail your sketch to the Emerald Hills Homeowners Association. Include a plan showing your house, lot lines, and location of the project with regard to your house and lot lines. Use different views and attach additional pages or picture if needed.

Approved ☐ Disapproved: ☐ Cond. Approval: ☐ ARC Signature(s): \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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