

# Architectural Modification Request

All necessary items need to be submitted to the HOA Board of Directors either by hardcopy or by emailing to one or all the HOA Board of Directors.

Remember: All necessary building permits MUST be obtained prior to work being done.

Please print this form and attach any necessary items suggested below. The more information included will make it easier for the Board of Directors to reach a quick decision.

Location	Roof Design	Copy of the property
Size	Plans/Drawings	Plat Map* with proposed
Color	Photos/Brochures	proposed changes
Material	Exterior Finish	written on the map
Contractor (w/ proof of their insurance)	Dimensions	
	Utilities	

\*Plat maps may be found under Jordan's Watch web page on Lambeth Management website or online at your county's Register of Deeds or GIS websites - plat book and page numbers may be found on your deed.

The Board of Directors has 45 days to make all decisions once all necessary items have been received. If information is incomplete, the request process must begin over.

Name of Association:    Jordan's Watch at Jamestown   

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

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

Phone: \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell)

Email: \_\_\_\_\_ # Pages in request: \_\_\_\_\_

Description of Request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby request that the HOA Board of Directors review the attached request. I agree not to begin work until I have written approval and to be responsible for the ongoing maintenance and upkeep on the alteration/addition in perpetuity. The upkeep responsibility will transfer to all future owners as well. Further, I agree that all work will be in a workmanship-like fashion and comply with all building codes. I agree to contact HOA Board of Directors once the work is completed for a follow up inspection to be completed by a HOA board member.

Signed: \_\_\_\_\_

FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

APPROVED

DENIED