

Samuel's Gate Homeowners Association

ARCITECTURAL CHANGE REQUEST

This form was created to protect the property value and conformity throughout the community. This is done for the benefit of every member of the community. Please be aware that this form only pertains to substantive and permanent changes to the landscape and/or exterior. Seasonal items, minor trimmings, etc. do not need a change request form to be submitted nor reviewed.

INSTRUCTIONS: Please review the Declaration of Covenants, Conditions and Restrictions for detailed information concerning permitted alterations. Completely fill out all pages of the form below and attach any photographs or drawings (if applicable) of the change requested. Requests can be submitted via email, physical mail, or dropped off at our office.

Samuel's Gate Homeowners Association
c/o MRI Community Management, LLC
4648 Brambleton Avenue
Roanoke, VA 24018
changes@mri.community

ALLOW 30 DAYS FROM RECEIPT FOR REVIEW: We will compile your submissions and send them to the Board. They will review your modification request for approval; please allow at least 30 days from receipt of your request for this review. We understand that these projects and improvements are important – and often necessary – and we do our very best to ensure these are processed as quickly as possible. If the Board has any questions regarding your request, we will contact you for further clarification.

Name: _____ **Email:** _____

Address: _____ **Telephone:** ____ - ____ - ____

TYPE OF PROJECT (ONLY 1 PER REQUEST)

- | | | |
|--|---|---|
| ☐ Fence-Work | ☐ Patio/Deck-Work | ☐ Roof-Work |
| ☐ Landscaping | ☐ Tree Removal | ☐ Shed/Out Building |
| ☐ Pool/Spa Addition | ☐ Driveway/Walkway | ☐ Generator Installation |
| ☐ Exterior Door/ Storm Door | ☐ Garage & Garage Door | ☐ Remodeling/Addition |
| ☐ Tree Removal | ☐ New Planting Bed/Flowers | ☐ Color Change/ Stain |
| ☐ Other: _____ | | |

DESCRIPTION OF PROJECT:

ACKNOWLEDGEMENT OF HOMEOWNER: This section shall apply to any & all signatories below, henceforth referred to as “We”. This will confirm that we have read the guidelines as they relate to this application and hereby agree to comply with said Covenants, Rules and Restrictions in the change / addition / improvement. We further confirm that we have read and will comply with all applicable rules and regulations established by the Association concerning the procedures to be followed in undertaking any change/addition/improvement. We further agree that we will be solely liable for any claims, including without limitation, claims for property damage or personal injury, which result from the requested change/addition/improvement. We acknowledge the responsibility for complying with all applicable governmental regulations, codes and ordinances; obtaining all necessary permits and inspections; and contacting “Miss Utility” if digging; and indemnify the Samuel’s Gate Homeowners Association from and against any claim for failure to do so. We further acknowledge that We are responsible for all maintenance, repair and upkeep of any approved change/addition/improvement.

OWNER(S) SIGNATURE: _____ DATE: _____

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(TO BE COMPLETED BY THE BOARD OF DIRECTORS/ARC COMMITTEE ON NON-ELECTRONIC COPIES)

DATE RECEIVED: _____

REVIEW ACTION:

- ☐ Approved as requested.
- ☐ Approved, subject to the conditions noted below.
- ☐ Disapproved for the reasons noted below.

REMARKS:

Board Member: _____ Title: _____ Date: _____

Board Member: _____ Title: _____ Date: _____

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Board Member: _____ Title: _____ Date: _____