

**VILLAGES AT WESTMINSTER**  
**HOMEOWNERS ASSOCIATION, INC.**

**ARCHITECTURAL REVIEW APPLICATION FOR IMPROVEMENTS**

(Please Print All Information Clearly)

Lot Number \_\_\_\_\_

Street Address of Property \_\_\_\_\_

Owner's Name \_\_\_\_\_

Telephone Number: Daytime (\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

Address for Correspondence: \_\_\_\_\_  
(If Different than Property Address)

Briefly Describe Improvement Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated Start Date of Project: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

**Attachments:** (Please make sure that all required items are attached and that the form is completed fully. Incomplete applications may not be processed until the requisite information is received. The Architectural Review Committee (ARC) for Villages at Westminster has thirty (30) days **from the day of receipt of a completed application** to respond to your application.

- \* A site plan/plat of the lot showing the proposed location of the lot of the improvement. Include dimensions from the improvement to the property lines, and any trees greater than 6 inches in diameter should be marked with an "X" on the site plan and marked with ribbon or tape on-site for ARC review.
- \* A complete description of materials, specifications, color, and if possible, a brochure or photo showing height details, etc.
- Submit completed applications to Town Management 1166 Jamestown Road, Suite B, Williamsburg, VA 23185, or email kimberly@townmanagement.net.

\_\_\_\_\_  
(Homeowner's Signature)

\_\_\_\_\_  
(Date)

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(Please do not write below this line)

Application: ( ) Approved.

( ) Approved with changes or conditions noted. \_\_\_\_\_

\_\_\_\_\_

( ) Suspended: More information is needed: \_\_\_\_\_

\_\_\_\_\_

( ) Disapproved for the following reasons: \_\_\_\_\_

\_\_\_\_\_

- Approval is good for twelve months from the date of approval. If improvement is not completed with that time period, ARC approval is deemed to be voided and the application must be resubmitted to the Committee. Approval by the ARC

The committee does not warranty the contractor's performance or workmanship. Property owners are responsible for compliance with all County permit requirements or building codes if applicable.

- NOTICE OF APPEAL RIGHTS. You may appeal disapproval of this application within 15 days of your receipt of the action taken by the ARC. To file an appeal, you must send a written notice to the ARC in care of the HOA property manager, Kimberly Mills, Town Management, 1166 Jamestown Road, Suite B, Williamsburg VA 23188. If a further review is requested after ARC has acted on an appeal, you will have 7 additional days to request that the appeal be forwarded to the Board of Directors.

\_\_\_\_\_  
(Committee Signature)

Date: \_\_\_\_\_