

# Graystone Reserves HOA Architectural Review Committee

## ARC Checklist

Please include all of the following when submitting an application

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Porch/Patio/Awnings/Screen enclosures:

- \_\_\_ Complete ARC Application
- \_\_\_ Copy of Lot Plan showing location of proposed addition with dimensions
- \_\_\_ Contractor plans, including scaled drawing showing elevations including length, width and height of addition
- \_\_\_ Type of Materials to be used
- \_\_\_ Color/Finish

### Painting:

- \_\_\_ Complete ARC Application
- \_\_\_ Pictures of existing conditions to be altered, changed and/or modified
- \_\_\_ Color schemes/ Paint codes and samples: Body, Trim, Accent/Door

### Landscaping:

- \_\_\_ Complete ARC Application
- \_\_\_ Pictures of existing conditions to be altered, changed and/or modified
- \_\_\_ Copy of Lot Plan showing proposed plant material, quantity, gallon size and location

### Pool:

- \_\_\_ Complete ARC Application
- \_\_\_ Pictures of existing conditions to be altered, changed and/or modified
- \_\_\_ Copy of Lot Plan showing planned location including dimensions
- \_\_\_ Contractor plans, including scaled drawings showing dimensions of pool and decking
- \_\_\_ Material and color of decking
- \_\_\_ Location of pool equipment and material used to hide from view (i.e. fencing, plant material)

### All Other Requests:

- \_\_\_ Complete ARC Application
- \_\_\_ Pictures of existing conditions to be altered, changed and/or modified
- \_\_\_ Copy of Lot Plan showing location of proposed addition with dimensions
- \_\_\_ Contractor plans, including scaled drawings showing dimension of project
- \_\_\_ Materials used

THIS SECTION TO BE COMPLETED BY THE HOA OFFICE

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Date Received \_\_\_\_\_ (to be received the Wednesday prior to corresponding meeting dates)

- \_\_\_ Homeowner in good standing with the HOA
- \_\_\_ All requested material and data received
- \_\_\_ Application reviewed and understood

HOA Recommendation: \_\_\_\_\_

**Graystone Reserves HOA**  
**ARCHITECTURAL REVIEW COMMITTEE**  
**APPLICATION**

This is a request form to be completed by the homeowner and submitted to the Architectural Review Committee (ARC) for approval **BEFORE** any work commences. Please refer to your Declaration of Covenants and Restrictions for a description of the ARC/ARB and its purpose.

**NOTE: THE COMMITTEE HAS Fortyfive (45) DAYS FOR APPROVAL** FROM THE DATE OF RECEIPT OF A COMPLETE APPLICATION (including Exhibits). Also note that the committee may observe your property in person to obtain a better grasp of location of submitted plans.

**Incomplete Applications will not be accepted**

Return application and all attachments to: Association Manager: Casey Lindblad.  
Email: [Clindblad@unitedpropertyassociates.com](mailto:Clindblad@unitedpropertyassociates.com),  
Mail to United Property Associates; 5849 Harbourview Blvd Suite 200 Suffolk, VA 23435 or  
Fax: 757-484-3217.

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**THIS SECTION TO BE COMPLETED BY HOMEOWNER**

Date of application: \_\_\_\_\_  
Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
Homeowner Signature: \_\_\_\_\_  
**Describe the CHANGE/ADDITION/INSTALLATION:** i.e. flag installation, lighting, change door color, change paint color, screen porch, landscaping addition, etc.

\_\_\_\_\_  
\_\_\_\_\_  
**LOCATION:** (Attach a copy of a plot plan/survey showing where the addition is located relative to the home and the property) **NOTE:** Plot plan/survey can be found with your closing papers. (Application will be returned if not completed with the required information.)

\_\_\_\_\_  
\_\_\_\_\_  
**SPECIFICATIONS:** (Attach copies of plans from the contractor or vendor providing the product; as well as samples, brochures, estimates, color photos, color swatches, etc.) If request is for painting, color **SAMPLES** must be attached.

Dimensions: \_\_\_\_\_  
Material(s): \_\_\_\_\_  
Color(s): \_\_\_\_\_

**NOTE:** All requests must conform to all local Zoning and Building Regulations and you must obtain all necessary permits if your request is approved by the Architectural Review Committee.

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**THIS SECTION TO BE COMPLETED BY THE ARCHITECTURAL REVIEW COMMITTEE**

Request: Date Approved \_\_\_\_\_ Date Denied \_\_\_\_\_  
ARC Member's Signature: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_