

Overview - Standard Form for Architectural Change

In accordance with The HAMLETS “Declaration of Covenants, Conditions, and Restrictions” and the “Rules and Regulations of The HAMLETS.” Any plans for external structural updates, changes, modifications or alterations to your Lot’s (house) require your completion and submission of the **Standard Form for Architectural Change** to the HOA’s Architectural Review Board.

The Architectural Review Board will review, request additional information (if needed), process, approve or deny, and then forward you back the results. Approval must be attained before proceeding with the external modifications. If your application is denied, you can appeal the decision to the HOA Board of Directors. The Board of Directors ruling shall be the final outcome.

External architectural features refer to but are not limited to (e.g., roofs, garage doors, storm doors, decks, sheds, fencing, windows, lighting fixtures, pools, etc.).

Upon fully completing the Standard Form for Architectural Change, submit the form by one of the following methods below:

Mail to:

The HAMLETS Homeowners Association
Attn: Architectural Review Board - (ARB)
P.O. Box 270
Manassas, VA 20108

Email to:

hamletshoa@gmail.com
thehamletshoa@aol.com

Deliver to:

Member of the Architectural Review Board
Member of the Board of Directors

Webpage: www.thehamlets.com

Standard Form for Architectural Change (www.thehamlets.com)

Name: _____ Phone # _____

Address: _____ Email: _____

Signature: _____ Lot # _____

I am submitting this Architectural Review Standard form requesting approval to make either updates, modifications, alterations, and/or additions described and depicted below (or on additional pages if necessary). Incomplete and/or insufficient detail will hamper a complete evaluation and review by the Architectural Review Board. To assist ARB members and the Board in reviewing this application, **please include any/all of the following information:**

- | | |
|-----------------------|--|
| 1. Dimensions | 4. Pictures / Drawings / Brochures / Samples |
| 2. Types of materials | 5. Location on Lot/House |
| 3. Colors & Design | 6. Specifications, etc. |

Proposed: _____

(If needed, continue on an additional sheet of paper)

The HAMLETS Homeowners Association

(The section below to be completed by)

P.O. Box 270
Manassas, VA 20108
www.thehamlets.com

Architectural Review Board – (ARB)

Date Received from Lot Owner: _____ Received by: _____

Date Received from Email: _____ Received by: _____

Date Received from P.O.Box: _____ Received by: _____

Date Forwarded to ARB: _____ From: _____ To: _____

Need more Information: _____ Approved: _____ Disapproved: _____

Date ARB Review Completed: _____ Date copy to Lot Owner _____

Reason(s): _____

Signatures of Reviewing ARB Members:

- 1. _____ 3. _____
- 2. _____

(The section below to be completed by)

Board of Directors – (BOD)

ARB decision Appealed – (Y/N): _____ Date Appealed: _____

Need more Information: _____ Approved: _____ Disapproved: _____

Date Board Appeal Completed: _____ Date copy to Lot Owner _____

Reason(s): _____

Signatures of Reviewing Board Members:

- 1. _____ 3. _____
- 2. _____