

**HOMEOWNERS' ASSOCIATION OF MOUNTAIN RUN, INC.**

Architectural Controls Managed by:  
Board of Directors & Architectural Review Committee, Homeowners' Association of Mountain Run, Inc.  
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**APPLICATION FOR EXTERIOR DWELLING/LOT MODIFICATION REQUEST**

Lot Owner(s) \_\_\_\_\_ LOT # \_\_\_\_\_

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

Contact No. \_\_\_\_\_ Email address: \_\_\_\_\_

Description of Work/Project/Structure/Modification: \_\_\_\_\_

Proposed Construction/Installation Schedule: Begin \_\_\_\_\_ End \_\_\_\_\_

**\*\*PLEASE NOTE THAT REVIEW AND APPROVAL OF THE APPLICATION MAY TAKE UP TO 21 DAYS --- PLAN YOUR SCHEDULE ACCORDINGLY\*\***

**\*\*NO MODIFICATIONS MAY BEGIN UNLESS APPROVAL HAS BEEN GIVEN\*\***

**\*\*NO EXCAVATION MAY OCCUR UNTIL MISS UTILITY (811) AND CHRIS GILMAN (804-690-8322) HAVE BEEN CONTACTED TO MARK MOUNTAIN RUN UTILITIES TO INCLUDE PRIVATE WATER & SEWER LINES\*\***

**Required Applicable Attachments:**

- \_\_\_\_ 1. Property Plat showing location of the proposed improvement and/or landscaping on the Lot.
- \_\_\_\_ 2. **Distance to the property lines to ensure all setback requirements are met.**
- \_\_\_\_ 3. Amount of turf/ground covering to be removed.
- \_\_\_\_ 4. Identification of exterior materials and finishes planned.
- \_\_\_\_ 5. Photographs, catalogs, or brochures showing color and materials of proposed modifications.
- \_\_\_\_ 6. Floor plans and scale drawings of all elevations (front, rear and side views) of any proposed improvement with dimensions and roof pitches.
- \_\_\_\_ 7. If hiring a Contractor, Contractor's contact information \_\_\_\_\_

I/We do, by my/our signature, understand and agree to the following:

- 1. I/ We assume total responsibility for the upkeep and maintenance of all Modification(s) made. I/We also acknowledge that obtaining any insurance for the improvement is my/our responsibility.
- 2. The Modification(s) will not in any way hinder yard care or any other Association maintenance responsibility. If it does, I/we are responsible to perform yard care that is impacted.
- 3. I/We will accept total responsibility for any damage to person or property that may be caused by this Modification(s)
- 4. The Association reserves the right to require removal or repair of the Modification at my/our own expense if:
  - A) the Modification is not constructed or installed as per specifications submitted for approval with this form; or
  - B) the Modification is not maintained in a safe condition; or
  - C) the Modification is not maintained in keeping with the surrounding structures and is not satisfactory to the Board of Directors.
- 5. I/We certify that I/we have read and agree to the following rules and regulations pertaining to architectural control and review (if applicable).
- 6. Provide the Association, Association Manager, from the *Contractor's insurance agent* a Certificate of Insurance (COI) listing the Association as an additional insured prior to work or product delivery in the community.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lot Owners Signature(s)

**Below for BOD/COMMITTEE Use Only**

Application:	( )	Approved as Submitted	( )	Not Approved
	( )	Approved with Conditions	( )	*Preliminary Review (*Additional information required)

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

*Approval is limited to design criteria established by the Board of Directors and Architectural Review Committee and should not be interpreted as approval of any variation from restrictions or conditions imposed on the Lot Owner by the Homeowners' Association of Mountain Run, Inc. Protective Covenants or Hanover County. Approval of modification does not imply compliance with County ordinance(s) and zoning requirements.*