

# POINT OF WOODS EAST HOMEOWNERS ASSOCIATION

Architectural Improvement Application and Review

C/O AMV-FPM, LLC

722 East Market Street #101

Leesburg, VA 20176

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**Submit form for approval at least 45 days prior to starting improvements  
Use this form for ALL exterior repairs, landscaping features over 6" above grade, planting, or  
removal of trees or for any other work that requires contractor access to common areas.**

**PLEASE PRINT CLEARLY**

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

Address: \_\_\_\_\_ Lot#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (H): \_\_\_\_\_ (W): \_\_\_\_\_ (C): \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

**PROJECT TYPE (i.e., Deck, Fence, etc.):** \_\_\_\_\_

**Detailed Description:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ARCHITECTURAL REVIEW BOARD DECISION

**Approved as Submitted**

**Approved Subject to:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Suspended Pending Submission of:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Denied due to:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
ARC Chairperson or Board Approval Signature

\_\_\_\_\_  
Date

**APPLICATION REQUIREMENTS:**

**You must submit this information as it applies to complete your application. Your application will be returned to you if you do not submit the required material.**

1. Detailed written description of improvement including placement, construction/installation details, etc. (If not provided application will be returned pending additional information). Be as detailed as possible so that the ARB will be able to clearly understand your intent.
2. Plat / survey of your property / lot. Indicate the location of the proposed change(s) on the plat.
3. Sketch, photo, or manufacturer’s brochure showing the design/style of the improvement.
4. Description of materials. Color / finish of the material – include color samples.
5. Architectural plans/drawings (for major additions/improvements) – construction details. Elevation and overhead view drawings are required for improvements such as decks, screened porches, etc.
6. Grading plan, if applicable.

**Applicant hereby warrants that Applicant shall assume full responsibility for:**

- (i) All landscaping, grading and/or drainage issues relating to the improvements (including replacing bonds or escrows posted by Developer currently in place affecting the lot)
- (ii) Obtaining all required City, Town or County approvals relating to said improvements.
- (iii) Complying with all applicable City, Town or County ordinances.
- (iv) Any damage to adjoining property (including common area) or injury to third persons associated with improvement.
- (v) Applicant hereby states that they have read the ARC guidelines and agree that all work performed will be in compliance with those guidelines.

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Date*