

**MADISON VILLAGE AT CHARTER COLONY HOMEOWNERS' ASSOCIATION, INC.  
ARCHITECTURAL MODIFICATION REQUEST FORM**

I, \_\_\_\_\_, do hereby request permission to make the following modification(s) to my home in Madison Village at Charter Colony located at **Lot #** \_\_\_\_\_

**Lot Address** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Other Phone** \_\_\_\_\_

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

**DESCRIPTION OF REQUEST:** (Be specific as possible; attach a separate sheet if necessary)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attach the following as applicable:**

- Plat Plan with proposed modification(s) marked on plat to approximate scale with dimensions.
- Complete description (color photos/drawings) as to design, materials (types & sizes), and colors/finishes.
- Floor Plan, Elevation, Section Drawing (i.e. footings).
- Copy of County Building Permit (if applicable).

**I do, by my signature, understand and agree to the following:**

1. That I assume total responsibility for the upkeep and maintenance of all modification(s) made in the area. I also acknowledge that obtaining insurance for the improvement is my responsibility.
2. That the modification(s) will not in any way hinder yard care or any other Association maintenance responsibility.
3. That I will accept total responsibility for any damage to person or property that may be caused by this modification(s).
4. That the Homeowners Association reserves the right to require removal or repair of the modification at my own expense if: 1) the modification is not constructed or installed as per specifications submitted for approval with this form; or 2) the modification is not maintained in a safe condition; or 3) the modification is not maintained in keeping with the surrounding structures and is not satisfactory to the Board of Directors.
5. I certify that I have read and agree to follow the rules and regulations pertaining to architectural control and review (if applicable).

\_\_\_\_\_ **Date**                      \_\_\_\_\_ **Homeowner Signature(s)**

<b>Date Received by Association:</b> _____	<b>Signature:</b> _____
<input type="checkbox"/> <b>APPROVED with Following Contingencies</b> by Board of Directors: _____ _____	
<b>Board Signature</b> _____	<b>Date</b> _____
<input type="checkbox"/> <b>DISAPPROVED for the following reason(s)</b> by Board of Directors: _____ _____	
<b>Board Signature</b> _____	<b>Date</b> _____

**This document will become part of the homeowner's contract and must inure to any succeeding owners**

## How to Submit a Modification Request for Madison Village

Gather your support documents: plat plan, complete description of the modification including photos and drawings, floor plans, elevation, section drawing, county building permit, etc., as needed. Then complete the **Madison Village at Charter Colony Homeowners' Association, Inc. Architectural Modification Request Form** and attach support materials. Support materials should be no larger than legal size (8 ½ in. by 14 in.)

### (DO NOT INCLUDE THE CHARTER COLONY APPLICATION FORM)

You can obtain the Madison Village form by contacting Trisha Saintelus at Community Partners at (804) 378-5000 x 225 or at [tsaintelus@communitypartnersva.com](mailto:tsaintelus@communitypartnersva.com) or by going on the Madison Village Website at [www.madisonvillageatchartercolony.com](http://www.madisonvillageatchartercolony.com) .

Next mail one copy of the form and support materials to Trisha Saintelus, Community Administrator, at Community Partners of Virginia, Inc., 10800 Midlothian Turnpike, Suite 305, Richmond, Virginia 23235 or email it to her at [tsaintelus@communitypartnersva.com](mailto:tsaintelus@communitypartnersva.com) .

Community Partners will email the entire application to the members of the Architectural Review Committee (ARC) for review. The ARC considers each application as soon as it is received. The ARC reviews the application for completeness, clarity and adherence to the **Madison Village Addendum** and the **Charter Colony Design Standards**. If additional information is needed, the chairman will either contact you to ask permission to look at the proposed site or instruct Community Partners to email/write you for additional information.

Once all information has been received, the ARC votes by email to Community Partners. If approved, the chairman signs the modification request form, scans the entire approved application and emails it to Community Partners. Community Partners mails and emails an approval letter to you.

Community Partners will then email the approved application including the support documents to Charter Colony Homeowners' Association.

You then complete the **Charter Colony Application for Approval of Plans for Property Improvement Form** submit it to Charter Colony. You can mail it, email it or take it to Martha Rodenburg at the Charter House. You need not attach the approved Madison Village form and support documents since Community Partners will have done it for you.

You can get the **Charter Colony Application for Approval of Plans for Property Improvement Form** on the Charter Colony Foundation Website at [www.chartercolony.org](http://www.chartercolony.org) or by contacting Martha Rodenburg at the Charter House, 1101 Charter Club Way, Midlothian, VA 23114, 594-2360 EXT 103 or by email at [mjrodenburg@genesismgmt.net](mailto:mjrodenburg@genesismgmt.net) .