



HUNNINGDON LAKES

Property Owners Association

IMPROVEMENT/CHANGE REQUEST

Associa Community Group, Inc.

Attn: Kristin Ferguson
4534 Bonney Road
Virginia Beach, VA 23462
757-747-0912
757-499-5928 (Fax)
Email: kferguson@communitygroup.com

DATE _____

NAME _____ ADDRESS _____

PHONE _____ EMAIL _____

REQUEST APPROVAL FOR _____

PROJECT DESCRIPTION _____

Description of Alteration: Please attach supplemental sheets, sketches, plot plans and architectural drawings, as needed, to explain the purpose and details of proposed alteration. Include colors, materials, dimensions, location, photos, etc. Failure to provide adequate information will result in a delay or denial of your application.

Please Note: Approval of the Association does not relieve the applicant of responsibility for obtaining Building or Zoning permits, as required by the City of Chesapeake. Permits information can be found online at:

<http://www.cityofchesapeake.net/Government/City-Departments/Departments/Department-of-Development-and-Permits/Building-Permits-and-Inspections/Permits/Permit-Types.htm>

For exterior house colors changes, please include paint sample charts. Be reminded that the color must be based on colors such as the "Benjamin Moore Historical Color Collection" or a similar color pallet.

No variances from the Covenants and By-Laws will be approved.

Construction dumpsters must be dropped on private property, not on the street.

Submit all requests with items attached. Requests will be maintained in association records and a copy of the request form will be returned to you for your records.

Applicant signature _____

Your request for improvements has been **APPROVED / DISAPPROVED**. Please ensure your project remains as submitted. If any changes occur, please contact the Architectural Committee chairperson, HLPOA President or Property Manager before making the changes to ensure it is in compliance with the covenants and by-laws.

Architectural Committee Chair
or HLPOA President Signature _____ Date: _____