

# STONELEIGH ASSOCIATION ARCHITECTURAL ACTION APPROVAL FORM

*To be used when planning a repair, replacement, or change to the material, design, style, or color of the townhouse, fence wall, walk, rails or other non-landscape features of the property. This form and approval process are to ensure architectural actions are consistent with the Stoneleigh Association's Covenants. Directions for filling out this form are on the reverse.*

Date Submitted \_\_\_\_\_

Name of Owner(s) \_\_\_\_\_

Address at Stoneleigh \_\_\_\_\_

Address of Owner(s) \_\_\_\_\_

Owner(s) Contact Number(s)

home phone \_\_\_\_\_ work phone \_\_\_\_\_ fax \_\_\_\_\_ e-mail \_\_\_\_\_

# A

Type of Action Repair  Replacement  Change

Description of Action (Attach additional pages, if necessary.) \_\_\_\_\_

Estimated Dates Start \_\_\_\_\_ Complete \_\_\_\_\_

Signature of Owner(s) \_\_\_\_\_

**Neighbor Acknowledgment:** Owners of the adjacent lots must be presented with an opportunity to sign the form acknowledging that they are aware of your planned architectural actions. Such signature does not indicate in any way concurrence or approval. If the adjacent owner refuses to sign the form, or is simply unavailable, please indicate such; otherwise, your application may be disapproved and returned to you for completion.

Signature \_\_\_\_\_

Address \_\_\_\_\_

## ASSOCIATION USE ONLY

Date Form Received by Association \_\_\_\_\_ Date Reviewed by Architectural Standards Committee \_\_\_\_\_

Approved as Submitted

Approved with the Following Conditions/Modifications \_\_\_\_\_

Disapproved. Reason. \_\_\_\_\_

Appeal Filed with Stoneleigh Association Board of Directors? Yes  No

Date of Review by Stoneleigh Association Board of Directors \_\_\_\_\_

Result of Review by Stoneleigh Association Board of Directors \_\_\_\_\_

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## DIRECTIONS

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- Please enter information so it is easy to read. Typing, writing, or a computer can be used. If appropriate, a facsimile can be used.
  - Please be informative but concise. You may use words, pictures, diagrams, film, sound, scent, or any combination of these to represent your request.
  - No request for action approval will be considered if it is not accompanied by an Action Approval Form.
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Submit by mail to the property manager:

Jonathan Sucher, PCAM  
Cardinal Management Group, Inc.                      Fax: 703-866-3156  
4330 Prince William Parkway, Suite 201  
Woodbridge, VA 22192

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## FILLING IN THE ACTION APPROVAL FORM

Date Submitted	<i>The date you send the form to the property manager or Architectural Standards Chair.</i>
Name of Owner(s)	<i>First name, middle initial, and last name of the owner or owners of the property. Not the renter or non-owner in residence.</i>
Address at Stoneleigh Address of Owner(s) Owner(s) Contact	<i>Address of the Stoneleigh property. Address of owner or owners.</i>
Number(s)	<i>This information is requested so you can be contacted. Stoneleigh Association does not want to delay your proposed work because you can not be contacted.</i>
Type of Action	<i>Check one. <b>Repair:</b> Restore to original condition. <b>Replacement:</b> Discard original and replace with exact duplicate. <b>Change:</b> Discard original with no replacement or discard and replace with something different. The something different must meet Stoneleigh Architectural Standards Guidelines.</i>
Description of Action	<i>Describe what the architectural action will result in, what is involved, and how long it will take.</i>
Estimated Dates	<i>Date action is expected to start and date action is expected to be completed. Due to the uncertainties of weather, work, and contractors, approximate date estimates are fine. That is, as long as the deviation is reasonable.</i>
Signature of Owner(s) Neighbor Acknowledgment	<i>Signature of owner or owners. Signatures and addresses of the owners of the lots adjacent to yours.</i>