

**MADISON VILLAGE AT CHARTER COLONY HOMEOWNERS' ASSOCIATION, INC.
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).
6. That is my responsibility to submit the Charter Colony Application no later than Wednesday before any Tuesday meeting of the Charter Colony Modification Committee. chartercolony@genesismgmt.net

Date **Homeowner Signature(s)**

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

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. Modification Request Form** and attach support materials. Support materials should be no larger than legal size (8 ½ in. by 14 in.)

Cell phone camera photocopies of documents will not be accepted.

(DO NOT INCLUDE THE CHARTER COLONY MODIFICATION APPLICATION)

You can obtain the Madison Village Modification Request Form by contacting Community Partners at (804) 378-5000 or by going on the Madison Village Website at www.madisonvillageatchartercolony.com .

Next email the form and supporting materials to Madison Village at MadisonVillageModifications@gmail.com or. If you are unable to scan and email the documents, contact Anita Dahlquist, ARC, at 804-357-5716 or anita.dahlquist@verizon.net for assistance.

Community Partners will email the application packet 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**, the **Madison Village Covenants and By-Laws**, and the **Charter Colony Design Standards**. If clarification or additional information is needed, the ARC or Community Partners will contact you.

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 approved application, and emails it to Community Partners. Community Partners mails and emails the approved modification request and the approval letter to you.

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

You then complete the **Charter Colony Modification Application Form** and submit it to Charter Colony. You can mail it, email it to CharterColony@genesismgmt.net, upload it to the HOA Living Portal <https://portal.hoaliving.com>, or put it in the Charter House Drop Box. You need not attach the signed Madison Village Modification Application and supporting documents since Madison Village (Community Partners) will have done it for you.

You can download the **Charter Colony Modification Application** on the Charter Colony Foundation Website at the HOA Living Portal <https://portal.hoaliving.com> or by contacting the Charter House, 1101 Charter Club Way, Midlothian, VA 23114 at 804-594-2360. You can also get the Charter Colony Application at the Madison Village Website www.MadisonVillageatCharterColony.com . This form must reach Charter Colony Modification Committee by the Wednesday before a scheduled Tuesday meeting.

HOW LONG SHOULD IT TAKE FOR MY MODIFICATION TO BE APPROVED?

How much time does it take for me to receive my approval from Madison Village and Charter Colony? Typically, a properly completed Madison Village form with the plat marked and clear and concise descriptions, diagrams, attachments etc. will take no more than two weeks sometimes less.

Once you have submitted your completed modification packet to the ARC Secretary, it is scanned and emailed to the committee members in one or two days. It usually takes 7 to 10 days for all the members to review and vote on the modification. Then it takes up to 3 days for the approved paperwork to be signed, scanned and emailed to Community Partners.;

Once the application is received by Charter Colony, it is put on the agenda for the next Tuesday meeting of the Charter Colony Modification Committee. This team usually meets twice monthly. The deadline is the Wednesday before the meetings on the second and fourth Tuesdays of the month, barring any intervening holidays. **It is then up to the homeowner** to complete the Charter Colony form and submit it to Charter Colony.

With the use of email, the review by the ARC Secretary to ensure a properly executed modification request, voting by the committee and final processing of the modification request, the ARC has greatly improved the amount of time needed to get you your final Madison Village approval.