

CHURCH POINT HOMEOWNERS ASSOCIATION, INC.

c/o United Property Associates, 301 Bendix Road, Suite 300, Virginia Beach, Virginia 23452

(757) 518-3251 fax: (757) 499-9133

UPA Property Manager email: tsmith@unitedpropertyassociates.com

<https://upa.cincwebaxis.com>

Or download the *UPA App (App Store or Google Play Store)*

APPLICATION FOR ARCHITECTURAL PROJECT REVIEW SUBMISSION GUIDELINES AND PROCEDURES

The information below is important if you are planning any external changes to your home or property. Under Church Point's Declaration of Restrictions, all such changes must be reviewed and approved by the Board of Directors **prior to execution of any work.**

Please familiarize yourself with the requirements and procedures outlined below.

The Declaration lists a number of design requirements, including for example but not limited to:

- Brick or stucco exteriors, rather than vinyl siding on new construction.
 - Renovations and additions must match existing exteriors.
- No detached garages or other buildings.
- Plumbing and roof stacks must be in the rear of the house and painted to match the roof.
- Each home must have a light in the front of the home.
- Other items can be found in paragraphs 1-9 of the Declaration of Restrictions.

New fences must comply with the Fence Standards in the Church Point Homeowners Association Rules and Regulations (latest dated version.) If replacing or modifying an existing fence, the material comply with Fence Standards.

The Church Point Homeowners Association Rules and Regulations (latest dated version) also list fence design requirements for all homes that back up to First Court Road, ending with the home at 4124 Church Point Road.

New construction, any alteration to existing homes, and repairs/replacements to First Court Road Fences are covered by these restrictions and are subject to review and approval by the Board of Directors. The types of changes that are subject to review include swimming pools, fences, additions, docks and piers, exterior painting, replacement windows, driveways, mailboxes, or anything that significantly affects the external appearance of the building or property. If you have a question about whether the proposed project needs approval, please contact the Association Manager at United Property Associates via the email listed above.

The key considerations in the Board's review are the aesthetic quality of the changes and how well the changes are in keeping with the Church Point neighborhood and with the specific location. The Board considers enforcement of the architectural standards as one its most crucial functions because it helps maintain the beauty and integrity of the community.

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For any proposed exterior changes to resident's property, the following procedures apply:

1. Homeowner must complete the Application for Architectural Project Review Form (attached at the end of this document.) The application must include a detailed description of all the requested changes, any site plans showing where the additional structures will be located, and a site survey showing easements, dimensions, and property lines. Detailed material descriptions and/or pictures are required for all proposed new materials.
2. If it is a tenant/renter of the property submitting the application, there must be a signed affidavit from the homeowner of record approving the requested project scope of work.
3. The homeowner submitting the application requesting approval for a project **MUST BE CURRENT AND UP TO DATE ON ALL ASSOCIATION DUES AND FEES.**
4. As part of the application, resident must obtain the signatures of adjacent and visually affected neighbors, so that **they are informed** of the proposed project.
5. HOW to submit: The homeowner will submit the application, with all necessary attachments, to United Property Associates by mail, email, fax, or electronically. ***The upa.cincwebaxis.com website or UPA App, using the ACC Request Module are the preferred methods.***
6. Incomplete submission? Should the association property manager determine that the application and/or required documents are not complete, it will be returned to the resident advising of additional information required and also noted in the electronic ACC record.
7. Once the association manager determines that an application is complete, a reference number will be assigned and the completed application will be uploaded in the electronic UPA App/ACC module (if not already created by homeowner) and the Board will be notified.
8. The Board will review the plans, contact the homeowner to view the project area and discuss any questions, if necessary.
9. The Board will discuss any issues or concerns raised by any Board members. The Board will hear any concerns from neighbors and then vote whether to approve or disapprove the application.
10. The Board's decision will be provided to the property manager, who will immediately send out a letter to the resident either informing them that the application has been approved, or providing reasons for disapproval.
11. If the application is approved, the letter from the property manager will include a blue Work Approval Permit. This permit must be displayed in a window visible from the street while work is in progress. If the work also requires a city permit, the Church Point permit should be posted next to the city permit.
12. At the conclusion of the work, the resident must notify the property manager in order to arrange for a final inspection by the Property Manager. The final inspection is intended to ensure the work accomplished is in compliance with the work originally approved by the Board. **The completed permit will be taken by the Property Manager and retained in the property manager's files.**
13. If a proposal is disapproved, the resident may request a hearing before the board to appeal the decision. A quorum of at least three Board members must be present at the hearing. Both the resident and the Board may request others to attend the hearing (for example, the contractor, neighbors, or others).

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APPLICATION FOR ARCHITECTURAL PROJECT REVIEW

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Reference Number: _____

Date Received: _____

IMPORTANT: DO NOT BEGIN ANY WORK UNTIL APPLICATION HAS BEEN APPROVED

NAME: _____ DATE: _____

ADDRESS: _____

PHONES: Home _____ Cell _____

E-MAIL: _____

DESCRIPTION OF PROJECT:

Contractor's Name _____ Contractor's Phone _____

Planned Start Date _____ Planned Completion Date _____

NEIGHBOR NOTIFICATION: In an effort to promote goodwill, the Board requires that applicants notify their adjacent and visually affected neighbors about the planned improvement/project. Please provide your neighbors signatures below, to signify their awareness of the project. If neighbors have questions or concerns about the project, they may be addressed to the UPA property manager immediately at the address/phone/email listed above. UPA will advise those neighbors of the date for the Board of Directors meeting in which this application will be reviewed so their concerns may be presented in person or in writing. It is recommended the homeowner notify neighbors to the left, right, front and back of your home.

NAME: _____ NAME: _____

Address: _____ Address: _____

Signature: _____ Signature: _____

NAME: _____ NAME: _____

Address: _____ Address: _____

Signature: _____ Signature: _____

Submit completed application and all required supplemental information, if applicable, to UPA either electronically via the [upa.cincwebaxis](https://upa.cincwebaxis.com) website, UPA App, email, mail, or fax listed above.

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If the application is complete, the UPA Property Manager loads the application and all required information into the UPA CINC App in the ACC module, if not submitted by the homeowner via the website or App. The UPA Property Manager then notifies the CP HOA Board Members that a complete application is ready for Board review. All Board members will review and provide comments within the UPA CINC App. The Board of Directors then votes on the disposition of the application.

CHURCH POINT BOARD OF DIRECTORS REVIEW AND DETERMINATION

APPROVED: _____ DISAPPROVED: _____

COMMENTS:

President, Board of Directors (or Authorized Director) Date _____

THE HOMEOWNER MUST FORMALLY NOTIFY THE UPA PROPERTY MANAGER THAT THE PROJECT IS COMPLETED AND READY FOR REVIEW.

The UPA Property Manager will then return to the home to review the completed project and ensure it was completed to the specifications as originally requested and approved.

FINAL REVIEW

COMPLETED AS APPROVED: _____ NOT COMPLETED AS APPROVED: _____

COMMENTS:

IF THE PROJECT IS NOT COMPLETED PER ORIGINAL DESIGN AND SUBSEQUENT BOARD APPROVAL, THE BOARD RESERVES THE RIGHT TO TAKE ACTION AS APPROPRIATE AND NECESSARY TO ENSURE COMPLIANCE WITH ORIGINAL APPLICATION TO EXTENT LEGALLY ALLOWABLE.