

**Loft Ridge Homeowners Association, Inc.**

**REQUEST FOR CHANGE OR ADDITION**

**Note: Please submit %copmof this form and each supporting item (map, diagrams, paint samples, etc.) A signed copy will be returned for your permanent records within 30 days of the date it is received by Loft Ridge management.**

**MAIL TO:** Loft Ridge HOA  
c/o Sequoia Management Company, Inc.  
13998 Parkeast Circle  
Chantilly, VA 20151-2283

**Phone:** (703) 803-9641  
**Email:** [management@loftridge.com](mailto:management@loftridge.com)  
**FAX:** (703) 968-0936

**LRHOA PROPERTY OWNER'S NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**UNIT ADDRESS:** \_\_\_\_\_

**OWNER'S ADDRESS** \_\_\_\_\_  
**(IF DIFFERENT)**

**DESCRIPTION/DIAGRAM OF EXTERIOR MODIFICATION REQUEST:** (Please describe exterior modification below. Include 3 copies of description of modification, diagram, sketch, picture etc. If more space is needed, please use a separate sheet.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I acknowledge and agree that I will be solely liable for any claims including, without limitation, claims for property damage or personal injury, which result from the requested change or addition. I hereby indemnify the Association from and against any violations of any and all applicable codes and ordinances, and I acknowledge that I am responsible for obtaining all necessary permits and inspections for the requested change or addition and further that I am responsible for all maintenance, repair and upkeep of said change or addition. **I agree to perform the work within six months from obtaining approval, and if work is not performed within six months, I must submit a new Request for Change form. I also acknowledge that the ACC has 30 days from the date my application is received by management to act on my request.***

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of LRHOA Property Owner**

**ACTION BY LOFT RIDGE HOA**

**Approved, providing that the proposed exterior modification conforms to specifications as set forth in the Loft Ridge HOA governing documents and most recent version of the Loft Ridge HOA Handbook, found on Loft Ridge HOA website at <http://www.loftridge.com> (click on Updated Handbook link in left column).**

Please see LRHOA language referenced in: \_\_\_\_\_  
(Loft Ridge HOA Handbook version and applicable language)

**Disapproved; did not include sufficient details, plans, or description of exterior modification.**

**Disapproved; other:** \_\_\_\_\_

**1. Date received by Management (initial)** \_\_\_\_\_ **2. Date sent to ACC** \_\_\_\_\_

**3. Date returned to Management by ACC** \_\_\_\_\_ **4. Date returned to homeowner** \_\_\_\_\_

**Signature of LRHOA Signing Authority:** \_\_\_\_\_  
**Name** **Title**

**PLEASE NOTE: ANY WORK MUST BE COMPLETED WITHIN SIX MONTHS FROM THE DATE OF APPROVAL (DATE COPY RETURNED TO HOMEOWNER -- NOTED ABOVE)**