



**APPENDIX A
Property Improvement Form**

As per the FLPOA Covenants, please submit this completed form to:

FLPOA Architectural Review Committee
c/o LightHouse Properties
P.O. Box 4231
Lynchburg, Virginia 24502

Homeowner's Name _____ Phone # _____

Address _____ E-mail _____

Description of improvement or modification: _____

Please attach additional information, such as photos, drawings, plans and descriptions, etc. to this form.

Expected Completion Date _____

Please do not initiate the modification until approval is granted by the FLPOA Architectural Review Committee or the Board.

As per ARC Standards Article 1.11 and 1.12, ARC will render a decision within 30 days from submission of a homeowner's request provided all the required information is received, unless extended by mutual agreement between the Property Owner and the ARC. If a decision from the ARC is not made within 30 days of submission of a homeowner's request, the request will automatically be submitted to the FLPOA Board which will provide the homeowner with a decision in a timely manner.

For Official Use Only

Date received from Homeowner _____

Approved as submitted

Approved with conditions _____

Additional Information _____

Not approved _____

Signature of FLPOA Architectural Review Committee or Board

Date