



**APPENDIX A  
Property Improvement Form**

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

FLPOA Architectural Review Committee  
c/o Brownstone Properties  
3720 Old Forest Road  
Lynchburg, Virginia 24501

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