



### 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

or, email a scanned PDF or a clear photo to:  
[hsnead@brownstoneproperties.com](mailto:hsnead@brownstoneproperties.com)

Homeowner's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

**PLEASE DO NOT BEGIN THE PROJECT(S) UNTIL THE ARCHITECTURAL REVIEW COMMITTEE (ARC) OR THE BOARD OF DIRECTORS (BOARD) HAS SENT YOU A NOTICE OF APPROVAL. THE ARC WILL NOTIFY YOU OF THE RECEIPT OF YOUR PROPERTY IMPROVEMENT FORM (PIF) WITHIN 7 DAYS OF ITS RECEIPT.**

Description of improvement or modification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of proposed start of project(s) \_\_\_\_\_ Expected date of completion of project(s) \_\_\_\_\_

Please attach any additional detailed information such as pictures, drawings, plans, paint and material samples, etc.

Per ARC Standards Article 1.11 and 1.12, THE ARC will render a decision within 30 days from receipt of a homeowner's complete PIF submission. If additional information is requested by the ARC, the 30 day time period will begin once the requested additional information has been received by the ARC. It may be extended by mutual consent, in writing, between the homeowner and the ARC. If the ARC does not render a decision within the 30 day time limit after all requested additional information is received, the homeowner may submit the PIF to the Board. The Board will then notify the homeowner of receipt of the PIF within 7 days of its receipt. The Board will have 30 days after receiving the PIF in which to respond to the homeowner, and the ARC, with its decision.

#### For ARC/Board Use Only

Date received: \_\_\_\_\_ Date of request of add'l data \_\_\_\_\_ Date add'l data received \_\_\_\_\_

Site visit date(s), if conducted \_\_\_\_\_

Approved as submitted \_\_\_\_\_ Date \_\_\_\_\_

Approved with Conditions (See attachment) \_\_\_\_\_

Conditions agreed to (see homeowner's agreement, attached) \_\_\_\_\_ Verification \_\_\_\_\_

PIF unapproved (see attachment) \_\_\_\_\_ Date PIF information sent to Board (if applicable) \_\_\_\_\_

\_\_\_\_\_  
Signature of Architectural Review Committee Chair Date

\_\_\_\_\_  
Signature of Board President, if applicable Date