

*Mason's Crest Master Homeowners Association*  
*Change Request*

**INSTRUCTIONS:** Review the Declaration of Covenants, Rules and Restrictions for detailed information concerning permitted alterations. Completely fill out both sides of the form below and attach any photographs or drawings (if applicable) of the change requested. Submit this request to the Board of Directors to evaluate the proposed change(s) to:

Mason's Crest Master Homeowners Association  
Attn: Board of Directors  
c/o Gibson & Associates, LLC.  
2754 Electric Road, Suite D  
Roanoke VA 24018

**ALLOW 30 DAYS FROM RECEIPT FOR REVIEW:** The Board of Directors will review your modification request. Please allow at least thirty days from date of receipt of your request for this review. If the Board has any questions regarding your request, they will contact you.

**CONTACT MANAGEMENT:** Contact Gibson & Associates (540-206-3721) if you have any questions regarding this process.

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DATE: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: (H) \_\_\_\_\_ (W) \_\_\_\_\_

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TYPE OF ALTERATION: DECK \_\_\_\_\_ PATIO \_\_\_\_\_ FENCE \_\_\_\_\_

STORM DOOR: FRONT \_\_\_\_\_ BACK \_\_\_\_\_

ADDITIONAL LANDSCAPING: FRONT \_\_\_\_\_ SIDE \_\_\_\_\_ BACK \_\_\_\_\_

OTHER: \_\_\_\_\_

ATTACHMENTS: YES \_\_\_\_\_ NO \_\_\_\_\_ # \_\_\_\_\_

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DESCRIPTION OF REQUESTED CHANGE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(OVER)

**ACKNOWLEDGEMENT OF TWO HOMEOWNERS** who are most affected because they are adjacent and/or have a view of the proposed change(s). This signature **DOES NOT** constitute nor indicate approval or disapproval, but merely indicates an awareness of the applicant's intent.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

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**ACKNOWLEDGEMENT OF HOMEOWNER:** This will confirm that I/we have read the guidelines as they relate to this application and hereby agree to comply with said Covenants, Rules and Restrictions in the change/addition/improvement. I/we further confirm that I/we have read and will comply with all applicable rules and regulations established by the Association concerning the procedures to be followed in undertaking any change/addition/improvement. I/we further agree that I/we will be solely liable for any claims, including without limitation, claims for property damage or personal injury, which result from the requested change/addition/improvement. I/we acknowledge the responsibility for complying with all applicable governmental regulations, codes and ordinances; obtaining all necessary permits and inspections; and contacting Ms. Utility if digging; and indemnify the Mason's Crest Master Homeowners Association from and against any claim for failure to do so. I/we further acknowledge that I/we are responsible for all maintenance, repair and upkeep of any approved change/addition/improvement.

OWNER(S) SIGNATURE(S): \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

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(To be completed by the Architectural Review Board)

## REVIEW ACTION

DATE RECEIVED: \_\_\_\_\_

REVIEW ACTION:

- Approved as requested.
- Approved subject to the conditions noted below.
- Disapproved for the reasons noted below.

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Board of Directors:

\_\_\_\_\_  
Signature Title: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signature Title: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signature Title: \_\_\_\_\_ Date: \_\_\_\_\_