

Important Note for Williamsburg HOA Architectural Approval

When submitting Architectural Request Forms please include the following:

Any drawings, pictures, materials, dimensions, and the contractor name, if available.

If this info is not included, you will be asked to resubmit with the additional information before approval will be given.

Please note that a standard request will be reviewed within 30 days at the next upcoming monthly HOA Board meeting.

Emergency repairs will be exceptions. An Emergency repair is needed when there is threat of personal injury or loss or damage of property.

Williamsburg HOA Architectural Improvement Application and Review Form

Owner Name: _____ Date: _____

Home Address: _____ Phone: _____

NATURE OF
IMPROVEMENT: _____

Please Mark if this is an Emergency Repair _____ Nature
of Emergency:

COLOR (if applicable): _____

LOCATION (if applicable): _____

DIMENSIONS (if applicable): _____

(A sketch of all improvements must be attached to the application to show location & dimensions)

MATERIALS: _____

CONTRACTOR NAME: _____

PLEASE EMAIL FORM WITH ANY PLANS OR PICTURES TO OUR MANAGEMENT COMPANY, joef@pencomanagement.com or Forward completed Form by mail to:

**PENCO Management Inc.
P.O. Box 1119
Chadds Ford, PA 19317**

Please note that a standard request will be reviewed within 30 days at the next upcoming monthly meeting. Emergency repairs will be exceptions.

You will be notified via email or regular mail of the Board's decision, or if more information is needed in order to complete this request.