

Meadow Branch South Home Owners Association

P O Box 2304
Winchester, VA 22604

GUIDELINES FOR SEEKING APPROVAL FOR ADDITIONS TO YOUR PROPERTY FROM THE BOARD:

Additions include: any permanent room, porch, deck, shed, fence, walkway, privacy-screening, gazebo, hot-tub, or pool.

To complete a Proposal in accordance with the "Covenants - Article 7, Section 7.4 Additions, Alterations or Improvements by the Owners", please use the following procedure:

1. Xerox a copy of your Lot Plat.
2. Draw in the scheme of the addition in an opposing color, include dimensions & distances to all property lines & all adjacent properties.
3. Attach a copy of the "Estimate" for the plan.
4. Attach a copy of a statement of the materials to be used in the project.
5. Indicate if City of Winchester Permit is necessary.
6. Send it to the above address c/o "Covenants Committee"; or phone a member of the Covenants Committee and arrange to deliver it.
7. The "Proposal" will be presented to the Board of Directors for Approval.
8. You will receive written approval for the Project (if necessary, phone approval).