

CORY FARM HOMEOWNERS ASSOCIATION, INC.
Architectural Review Committee - Procedural Forms

Dear Cory Farm Residents:

The following forms were developed by the CFHOA Board of Directors for use by the Architectural Review Committee (ARC). You are required to complete and return these forms for any changes or additions made to your property located within Cory Farm. In all cases, a site plan must be submitted with your request. Photos or sketches of improvements requested such as fences, sheds, playhouses, play sets, etc. should also be included.

To submit your request please mail or email all required documents to the following address:

Cory Farm Homeowners Association
Attention: ARC
PO Box 526
Charlottesville, VA 22932-0526
cfhoa@adelphia.net

Please allow 2-4 weeks for approval as this is a volunteer program and some ARC members may be away for brief periods of time. The ARC meets monthly to review completed applications. This meeting will regularly be held on the first Monday of every month (one week prior to the regular Board of Directors (BOD) meeting). Applications which are incomplete, vague or unclear will be rejected or returned with a request for more information. The ARC is required to notify the requesting homeowner upon receipt of the request. If the ARC fails to act on a complete application within thirty (30) days following ARC acknowledging the receipt of the application. The party making the application shall deliver written notice to the ARC of its failure to act, with carbon copy to the CFHOA BOD. IF approval is not granted or denied within five (5) days after the ARC acknowledges receipt of the second request, the request shall be deemed to be approved.

If you have questions regarding this invoice please contact any CFHOA Board member.

Sincerely,

Board of Directors
Cory Farm Homeowners Association, Inc.
cfhoa@adelphia.net
bod-pres@coryfarm.org