

**Architectural Standards
&
Community Specifications
for**

**The Crossings at Flowers Plantation
Homeowners Association, Inc.**

Adopted
May 25, 2021

Architectural Control Table of Contents

	Section	Date Amended
Introduction	1.01	
Architectural Control Committee	1.02	
Enforcement	1.03	
Guideline Summary		
Specific Changes Which Require Submittal	1.04	
Specific Changes Which Do Not Require Submittal	1.04	
Specific Changes/Items Which are Prohibited	1.04	
Submittal and Approval	1.05	
Construction Guidelines	1.06	
Maintenance	1.07	
Architectural Standards	2.01	
Antennas and Satellite Dishes		
Awnings	2.02	
Basketball Goals	2.03	
Decks, Patios, Arbors & Lattice	2.04	
Dog Houses	2.05	
Driveways & Parking Pads	2.06	
Fences	2.07	
Garbage Cans	2.08	
Holiday Decorations	2.09	
Landscaping	2.10	
Mailboxes	2.11	
Painting of Home Exterior	2.12	
Parking	2.13	
Rain Barrels	2.14	
Screened Porches/Additions	2.15	
Sheds	2.16	
Signs	2.17	
Skylights & Attic Fans	2.18	
Solar Collectors	2.19	
Spas/Hot Tubs	2.20	
Stone Walls/Retaining Walls	2.21	
Storage	2.22	
Swing Sets, Playhouses, Play Equipment	2.23	
Tree Removal	2.24	
Vegetable Gardens	2.25	
Architectural Control		
Application	3.01	

Introduction

A. Purpose of Architectural Controls

The Architectural Controls for The Crossings at Flowers Plantation provide an overall framework and comprehensive set of standards and procedures for the development of the Community in an orderly and cohesive manner. These standards have been developed to assist in the landscaping and dwelling modifications of lots and homes within The Crossings at Flowers Plantation. These standards do not cover the initial construction of lots or homes within The Crossings at Flowers Plantation. The standards set forth the criteria for design, style, materials, colors and location of site improvements, home improvements, landscaping, signage and lighting. In addition, the Architectural Controls establish a process for review of proposed modifications to ensure that all lots within the Community are maintained with the consistency and quality that attracted you to The Crossings at Flowers Plantation. These initial Architectural Controls have been prepared and adopted by the Declarant pursuant to the Declaration and maybe be modified or adjusted in the sole discretion of the Declarant.

B. Applicability of Design Review

Unless otherwise specifically stated in Article VII of the Declaration or these Architectural Controls, all plans and materials for landscaping or exterior modifications of improvements on a Lot must be approved before any construction activity begins. Where these Architectural Controls specifically allow an Owner to proceed without advance approval, such allowance shall only be effective so long as the Owner complies with the requirements of the stated guideline and with all Flowers Foundation, Local, City, County or Federal Permits that maybe required in addition to the approval under this Guideline.

Owners are responsible for ensuring compliance with all standards and procedures within these Architectural Controls. Owners are also governed by the requirements and restrictions set forth in the Declaration and any applicable Supplemental or Amended Declaration. Owners are required to understand the Flowers Foundation, City, County, Local, State or Federal permits needed and must apply for and secure any permit needed. It is the sole responsibility of the Owners and not the HOA to know and understand what is required.

These Architectural Controls shall not apply to the activities of the Declarant, any homebuilder constructing a new dwelling on any lot in The Crossings at Flowers Plantation, nor to improvements to the Common Area by or on behalf of the The Crossings at Flowers Plantation Owners Association, Inc. ("Association").

C. Review Structure

Until Declarant transfers control of the HOA and the ACC Committee to the Homeowners, Architectural control and design review for The Crossings at Flowers Plantation is handled by the Board of Directors or by an Architectural Control Committee (the "ACC"), whose members shall be appointed by the board of directors of the Association ("Board"). The Board of Directors has exclusive jurisdiction over all matters relating to modifications to existing structures and landscaping, as set forth in Article XIII of the Declaration.

Architectural Control Committee

Design Review Procedures

If the ACC fails to respond within 45 days from receipt of completed application (receipt shall be defined as the date stamped on the application upon receipt), application shall be deemed *approved*.

Flowers Plantation Master Foundation

Please also be advised that all Townhomes are subject to the Flowers Plantation Master Foundation and as such, required to adhere to the community standards for Flowers Foundation in addition to The Crossings architectural design guidelines. It is imperative that the Flowers Foundation also approve all architectural requests in addition to The Crossings ACC.

Appeal

Any Applicant shall have the right to appeal a decision of the ACC by resubmitting the information, documents set forth above within 30 days of written notice to the applicant. If Applicant fails to appeal a decision of the ACC to the Board of Directors within 15 days of notice as dated on the letter sent to the applicant, the ACC decision is final and non-appealable. In the case of a disapproval and re-submittal, the ACC shall have 30 days from the date of each re-submittal to approve or disapprove any re-submittal.

City and/or County Approval

The review and approval of plans and specifications shall not be a substitute for compliance with the permitting and approval requirements of the Flowers Foundation, County, or other governmental authorities. It is the responsibility of Applicant to obtain all necessary permits and approvals.

Implementation of Approved Plans

All work must conform to approved plans. If it is determined by the ACC that work completed or in progress on any Unit is not in compliance with these Architectural Controls or any approval issued by the ACC, the ACC shall, directly or through the Board of Directors, notify the Owner in writing of such noncompliance specifying in reasonable detail the particulars of noncompliance and shall require the Owner to remedy the same within 15 days.

Changes After Approval

All proposed changes to plans, including changes that affect the exterior of any building, colors, windows, grading, paving, utilities, landscaping or signage, made after the approval of plans must be submitted to and approved in writing by the ACC prior to implementation.

If the, the Flowers Foundation, County, or any other authority having jurisdiction requires that changes be made to final modification plans previously approved by the ACC, the Applicant must notify the ACC of such changes and receive approval from the ACC prior to implementing such changes.

Enforcement

Enforcement/Waiver

In the event of any violation of these Architectural Controls, the Declarant, Flowers Plantation Foundation or the Board may take any action set forth in the By-Laws, Declaration, or N.C. Planned Community Act. The Declarant or the Board may remove or remedy the violation and/or seek injunctive relief requiring the removal or the remedying of the violation. In addition, the Declarant or the Board shall be entitled to recover the costs incurred in enforcing compliance and/or impose a fine against the Dwelling/Lot upon which such violation exists.

NOTE: Fines may be imposed for ANY changes begun or completed without ACC approval or Flowers Foundation as noted above:

Flowers Plantation Master Foundation

Please also be advised that all Townhomes are subject to the Flowers Plantation Master Foundation and as such, required to adhere to the community standards for Flowers Foundation in addition to The Crossings architectural design guidelines. It is imperative that the Flowers Foundation also approve all architectural requests in addition to The Crossings ACC.

Notice:

- 1) The management company will mail one notice to any owner in violation, noting the violation and requesting compliance by a certain date to avoid penalties. In the case of work in progress, a letter shall be sent by the management company as soon as possible informing the appropriate persons to cease the work immediately, explaining the violation and, in addition, giving the violator a reasonable amount of time to correct the violation.
- 2) A site inspection will be performed after the date outlined in the notice. If the violation has been corrected, the matter will be closed. A remaining violation will result in further compliance actions. Normally only one notice would be provided, but the ACC, with Board approval may extend the grace period based on individual circumstances or issue subsequent notices if necessary.

Guideline Summary

It is the interpretation of the The Crossings at Flowers Plantation Homeowners Association that the provisions of these Guidelines apply to a wide variety of aesthetic considerations in the community. Every attempt has been made to include those considerations which have the potential to impact property values.

The following are examples of the types of changes, additions or deletions that would either:

1. **REQUIRE** a submittal of an "Architectural Request Form ".
2. **NOT REQUIRE** a submittal
3. Are **PROHIBITED**

While every effort has been made to identify all aspects of change, the owner who has doubt if his/her situation is adequately addressed should contact the ACC for guidance. Throughout this document the term "changes" shall include any additions and deletions.

A. Types of changes which **REQUIRE** submittal/approval:

1. Changes to the exterior of the home, such as:

a. Addition of

- Awnings
- Decorative lighting
- Color
- Materials (such as siding)

2. Other exterior changes, such as:

- Permanent yard decorations
- Patios
- Enclosures
- Exterior lighting
- Fences
- Plantings
- Play sets, swing sets, play houses, etc.
- Recreation or sport equipment (e.g. trampolines)
- Structures
- Hot tubs/spas
- Live tree removal

B. Specific changes which do **NOT REQUIRE** a submittal:

- Periodic repainting and re-staining with the existing color for maintenance purposes

C. Special changes/items which are **PROHIBITED**:

- Animals other than household pets
- Chain-link, wire or painted fences
- Clotheslines
- Commercial advertising signs
- Converting garages to living spaces
- Driveway extensions and parking pads
- Encroachment on other property
- Metal swing sets
- Parking of vehicles or trailers of soft surfaces or sidewalks
- Portable Basketball Goal
- Play sets, swing sets, play houses, etc.
- Recreation or sport equipment (e.g. trampolines)
- Swimming pools
- Unclean, unsightly, unkempt, unhealthy or unsafe conditions which tend to substantially decrease beauty or safety

UNLESS SPECIFICALLY EXCEPTED IN THIS DOCUMENT, ALL EXTERIOR CHANGES REQUIRE ARCHITECTURAL REVIEW BOARD APPROVAL IN WRITING BEFORE THE PROJECT BEGINS

Submittal and Approval Process

Submittal and Approval Process

Each owner has the responsibility to complete an architectural request form and receive approval from the Architectural ACC prior to making additions or alterations to the exterior of their home or lot. The process will be the same for all submittals with the required details varying depending upon the type of project.

Items to be Submitted:

1. Architectural request form completed in its entirety.
2. Plot plan outlining the position/placement of each proposed addition.
3. Drawings/plans showing the construction of changes or additions.
4. Samples of paint, siding, or any other items that may be helpful in making a decision.

Submit your completed architectural request form to the management company. Incomplete or illegible submittals will be returned to the homeowner.

The Architectural Review Board meets monthly to review all requests. The outcome of the meeting is communicated to the management company; each homeowner will be sent a letter indicating the committee's final decision.

Approval of any application or portion thereof does not ensure approval of similar submittals, as each application will be considered on its own merits.

Any alterations/deviations after the initial approval will require a new application.

Important Reminders:

1. No construction shall begin without written approval.
2. Municipal permits may need to be obtained and will be the responsibility of each homeowner.
3. In planning for construction, allow enough time for processing and approval.
4. All changes must meet municipal specifications.

Construction Guidelines

Requirements

Inspections: The Applicant shall schedule and coordinate a review of all construction activities with the ACC to verify compliance with the approved plans and specifications. The ACC may also perform additional periodic information inspections to ensure that work is being performed in conformance with approved plans, these Architectural Controls and the Community-Wide Standard. All inspections are observations only and will not relieve the obligation to obtain inspection approvals from the City of Raleigh, Wake County and other organizations having jurisdiction.

A job site not in compliance with the Declaration, these Architectural Controls or approved plans will be issued a Notice of Violation and a punch list of items need to bring the construction and/or job site into compliance. Further construction is prohibited until such punch list items have been corrected.

Construction Damages: Any damage to vegetation or common area facilities caused by the Applicant, its contractors, sub-contractors, agents or employees must be corrected immediately to the satisfaction of the ACC, the Declarant, and the Owner of the damaged property. If the damage is not corrected, the Declarant or the Association may repair such damage and assess the cost of repair and an administrative cost to the Applicant.

Conduct: The Applicant must ensure that all contractors and subcontractors control the conduct of their employees while working in Massey Preserve at Neuse Crossing. Loud music, profanity and other behavior which is unbecoming of a quality operation will not be tolerated. Employees violating this policy may be asked to leave the premises and may be denied future access to Massey Preserve.

Site Cleanliness: All sites must be maintained in a clean and orderly manner at all times, the storage of materials should be in an inconspicuous location within the site and stored neatly and orderly, and all construction debris shall be cleared at the end of each working day.

Maintenance

Maintenance

It is the responsibility of each homeowner to maintain his property, including betterments and improvements, so that it is in keeping with community standards.

The following should be reviewed on a regular basis to ensure that your home is in good repair:

- A. Driveways and sidewalks
- B. Fences
- C. Siding
- D. Windows

Deterioration

If at any time the Board of Directors is made aware of a property that has deteriorated to the point that it is affecting the aesthetics of the community, the management company will make a site inspection.

Depending upon the severity of the deterioration, the homeowner will be given a specified length of time to make the necessary repairs. If after that time the deterioration has not been repaired, the Association shall have the right, but not the obligation, to enter such Owner's Lot to maintain said Lot and, pursuant to procedures set forth in the Bylaws, assess all costs incurred by the Association against the Lot and the Owner thereof as a Special Individual Assessment as provided in Section 6 of Article V of the The Crossings at Flowers Plantation Declaration of Covenants Conditions and Restrictions.

Neighborhood Inspections

The management company routinely makes inspections to review the appearance of the community, and to insure compliance with the Covenants and Architectural Guidelines.

Antennas and Satellite Dishes

Antennas and Satellite Dishes

Guidelines:

1. Preferred location is the rear of the house.
2. It is recommended that satellite dishes installed on the house
3. All wiring should be concealed.
4. Shall not be on a pole.

Antennas located in the attic do not require approval.

Awnings

Awnings

Requires Architectural Approval

Information Required in Submittal:

1. Plot plan and elevation showing location of awning.
2. Description and sample of material(s) to be used.

Guidelines:

1. Awning may be placed only on the rear of the home.
2. Fabric is the only acceptable material.
3. Fabric should blend with color of home.
4. Awning may be retractable or stationary.
5. Awning must be attached to the house.
6. Awning must be properly maintained.

Basketball Goals

Basketball Goals

Basketball goals are not allowed.

Decks and Patios

Decks, Patios, Arbors and Lattice

Requires Architectural Approval

Additions or alterations to a deck, patio and/or similar structure are **prohibited**.

Dog Houses

Dog Houses are not Allowed

Driveways and Parking Pads

Driveways and Parking Pads

No parking pads or changes to driveways.

Fences

Fences

Requires Architectural Approval

Fences will only be permitted with the following guidelines.

Between each townhome is a white PVC divider.

In essence this will permit a screened barrier to the patio for the homeowner.

Fences will not be permitted in the rear yards due to maintenance issues and drainage except as below.

Guidelines:

1. **Materials:**
 - a. White PVC
2. **Styles:** Fencing will only be allowed to match the white PVC divider panel and can extend no more than one foot past the existing concrete patio in the rear of the townhome.
3. **Color:** White
4. **Height:**
 - a. The maximum height at any point should not exceed 5 feet.
 - b. A uniform height is to be maintained parallel to the ground line.
5. **Location/Setbacks:**
 - a. It may not extend one foot past the existing concrete patio in the rear of the townhome on each townhome.
6. **Landscape Screening Requirements:** It is important that the requesting homeowner check with the municipality to determine the screening required for their particular fence
7. **Construction Details:**
 - a. All hardware is to be galvanized and black in color.
 - b. All holes must be appropriate depth to secure proper stability of the fence.
 - c. All posts must be set in concrete.
 - d. The finished side of the fence must face the adjoining lots.
8. **Maintenance:**

Maintenance of the fence is the responsibility of the property owner.

Information Required In Submittal:

1. Plot plan to indicate the exact location of the fence in relation to the house and property lines.
2. Side view elevation must be included.
3. Detailed description of material to be used (lumber and hardware).
4. Fence dimensions must be included.
5. Gate locations, dimensions and hardware information must be included.

9. **Process:**

- a. Each installation will be examined on its own merit.
- b. No construction shall begin without the written approval from the Architectural Committee.
- c. Allow enough time for processing and approval in planning for the construction.
- d. All approvals are valid for 6 months from the date of the approval.

Garbage Cans

Garbage Cans

Garbage containers shall be kept in the residence garage, or at a specific point as so designated on the owner's approved plans on days when no collection is scheduled. Containers may not be left at curbside for more than 24 hours, and should not be visible from the street when stored during the week. Garbage Cans shall not be kept at any time on the side of the house.

Holiday Decorations

Holiday Decorations

Holiday decorations, which do not require approval, must be removed within ten (10) days after the event being celebrated (i.e. Christmas decorations must be removed by January 7th).

Landscaping

Landscaping

Landscaping Requiring Architectural Approval:

All landscaping projects must be submitted for approval.

All projects that change the contour of the land, impact the grading, or are adjacent to a property line, or may obstruct a neighbor's view, will require architectural approval.

Information Required In Submittal:

1. Plot plan showing location of proposed landscaping.
2. Landscaping plan and description of plants.
3. It is the sole responsibility of the property owner to ensure that nothing is done to negatively impact a neighbor via an altered flow of water, drainage, etc.

Mailboxes

Mailboxes

The transfer of mailbox keys between subsequent homeowners is not an HOA responsibility.

Misplaced, lost, or stolen keys are the responsibility of the homeowner.

Painting of Home Exterior

Painting of Home Exterior

Requires Architectural Approval

All color changes must be submitted for approval.

Bright or exotic colors on Front Doors will not be permitted.

Information Required In Submittal:

1. Color samples of all paints being used.
2. Clear description of color of siding, shutters, door and trim.

Items Not Requiring Architectural Approval:

1. Periodic repainting and re-staining of the existing color for maintenance does not require approval.

Parking

Parking

Maximum of two vehicles parked in the driveway overnight on a continuous basis or one vehicle in a single driveway. Parking of a Vehicle in the driveway shall not block the sidewalk in any manner.

Only residential daily driven non-commercial vehicles may only be parked in the driveway, garage, or an approved parking pad. Vehicles may not be parked elsewhere on a lot. Vehicles cannot be parked overnight on the street. **Parking on the street is not allowed** except for short term none repetitive cases (examples: overnight guests, parties)

Commercial Vehicles, boats, trailers, etc. must be kept in the garage or stored out of the community.

Motorized dirt bikes, off-trail vehicles, 3-wheel vehicles or go-carts are not permitted on public streets, or any portion of the common property and must be stored in the garage.

Rain Barrels

Rain Barrels

Requires Architectural Approval

Guidelines:

Maximum of one (1) rain barrel up to 25 gallon capacity is allowed on each lot. Rain barrels should be placed in the back yard not visible from the street.

The color and design of the rain barrel must be attractive and work in harmony with the landscaping and home. No plastic or PVC barrels are permitted. Plantings or screening shall be used to shield/blend the barrel into the landscaping. Evergreen shrubs no less than 2/3 the height of the barrel shall be required.

No rain barrel placed in the front yard.

Screened Porches/Additions

Screened Porches/Additions

Guidelines:

NOT ALLOWED

Sheds

Sheds

NOT ALLOWED

Signs

Signs

No sign whatsoever shall, without the ACC's prior written approval of plans and specifications therefore, be installed, altered, or maintained on any lot or on any portion of a structure visible from the exterior thereof, except: one temporary sign per Lot that advertises property for sale or rent, which has a maximum face area of four square feet, and which is conservative in color and style; such permits as may be required by legal proceedings; such permits as may be required by governmental entity.

Signs must comply with city and county sign ordinances.

One political sign may be placed on a lot without approval. The political sign shall not be placed more than 60 days prior to an election and must be removed from the lot 24 hours after the election. It may not be placed within the City right of way. Failure to remove political signs may result in a fine by the Association.

One security company sign may be placed near the front door of the property without approval.

Skylights and Attic Fans

Skylights and Attic Fans

Requires Architectural Approval

Skylights or attic fans that alter the exterior appearance of the roof must be submitted to the Architectural Committee for approval.

Information Required In Submittal:

1. Plot plan showing the location of the addition.
2. Description of style, size and materials to be used.
3. Must be located on the rear of the house.

Guidelines:

The addition of a skylight or attic fan must be located in the section of roof facing the back of the lot.

Solar Collectors

Solar Collectors

Requires Architectural Approval

Information Required In Submittal:

1. Drawing showing location of unit on the roof.
2. Plot plan showing visibility from the street and neighboring lots.
3. Photo of the collector.

Guidelines:

1. Solar collectors must be installed so as to be as inconspicuous as possible.
2. Whenever possible collectors should be placed on the rear of the home or on the side that has the least public exposure.
3. Collectors should be attached only to the roof, not free standing or ground mounted.
4. Every effort must be made to camouflage the plumbing and supports for the collectors. This camouflaging may require completely encasing the collectors. All metal parts should be painted to match the roof coloring. There should be a minimum exposure of piping with no piping running down the side of the dwelling.
5. The ideal installation is one that is laid flat on the roof.
6. Any tree removal required to allow increased solar exposure to the collectors, must adhere to the tree removal guidelines.
7. No topping or removal of trees on association common areas and/or greenways shall be allowed.

Spas/Hot Tubs

Spas/Hot Tubs

Requires Architectural Approval

Information Required In Submittal:

1. Plans and specifications showing the nature, kind, shape height, materials, and location must be submitted.
2. Plot plan showing the location of hot tub.
3. Plan for screening (fencing or live screening)
4. Special Review and onsite meeting by ACC required

Guidelines:

1. Any wood support structure must be the same color as the house or deck,
2. Hot tub cannot be located within a buffer or easement.
3. All Health Department regulations must be met.
4. Hot tub must be screened from street view.
5. Hot tub can be freestanding; it must be adjacent to the house.
6. Spas and Hot Tubs shall have heavy review from the ACC to ensure compatibility with surroundings.

Stone wall/Retaining walls

NOT ALLOWED

Storage

Storage

1. No trade materials or inventories may be stored upon residential lots.
2. Temporary storage of materials for modification projects should be discreetly placed and orderly maintained.
3. All toys, tools, ladders, lawn mowers, etc. are to be stored inside the residence.
4. Storage utilized under a deck must have lattice or landscaping to screen the view from neighbors and streets.
5. Temporary storage containers (i.e. PODS, Packrats, etc.) are allowed without prior approval in emergency situations only. All other situations must receive prior approval and will be allowed for a period of up to 20 days. Requests for time extensions beyond 20 days will be reviewed on a case by case basis and may or may not be approved. Every effort should be made to store these containers in the driveway.

Play Equipment

Swing Sets, Playhouses, Other Play Equipment

Requires Architectural Approval

Information Required In Submittal:

1. Plot plan showing location of play equipment and distance from the property lines.
2. Drawings or pictures of the play equipment.
3. Description of the materials to be used.

Guidelines:

1. No Permanent play equipment may be installed.
2. Non-permanent play equipment must be stored out of sight each day so that it does not detract from the neighborhood surroundings.
3. The Architectural Committee may require screening along the property lines in order to block the view and/or noise from neighboring lots. This requirement will be decided on an individual basis due to differing lot plans.

Tree Removal

Tree Removal

Requires Architectural Approval

If a tree on your property is dead, diseased or poses an imminent threat or danger to a person or a property, it may be removed without approval. If a tree in the common area poses a danger, please contact the management company.

You must receive approval to remove living trees that are 4 feet in height or greater and/or 4 inches in diameter or greater. You may be required to replace any trees that are removed.

Information Required In Submittal:

1. Plot plan showing location of tree.
2. Explanation of reasoning for removal of the tree.

No tree from the common area may be removed without express written consent from the Board of Directors. If you wish to remove a non-threatening tree from common area, please contact the Management Company to be placed on the next board meeting agenda for review of the situation.

Vegetable Gardens

Vegetable Gardens

Requires Architectural Approval

Guidelines:

One (1) Flower/Vegetable garden located wholly in the rear portion of a lot. The maximum size shall be 24 square feet.

Maintenance of gardens is required. Excess debris must be removed at the end of the gardening season.

No compost piles are allowed on any portion of the property.

Application

THE CROSSINGS AT FLOWERS PLANTATION HOMEOWNERS ASSOCIATION

ARCHITECTURAL CONTROL APPLICATION FORM

REQUEST FOR ARCHITECTURAL APPROVAL

(Please fill in all items and supply all supporting data as requested.)

Incomplete forms will cause delays in review of your application.

Date: _____

Property Owner's Name: _____

Property Address: _____

Subdivision: _____ Lot #: _____

Telephone: (Cell) _____ (Home) _____

Email _____

Please note: NO construction should be started until you receive approval for your request from the Architectural Review Committee.

This architectural request ***must*** be accompanied by two (2) different drawings:

1. Plot plan (official survey of lot) – show the improvement (i.e. deck, fence, landscaping, parking pad, garden, addition, etc.) and its relationship/distance to property lines, easements, open space, drainage ditches, neighboring homes, etc. Draw it on the Plot Plan.
2. Elevation – or “head on” view, as would be seen in a photograph. This drawing should show height, width, and distance above finished grade and details of the proposed request. Be specific in order to expedite the architectural review process. Photographs or brochure pictures should be submitted along with this request when available.

Description _____ of _____ improvement:

Construction materials to be used:

Colors (attach samples if necessary):

Estimated Start Date _____ Days to Complete _____

Note: No work may begin prior to approval from Architectural Committee. Approval is valid for 6 months. If work has not begun within 6 months of approval, a new form must be submitted for re-evaluation by the Committee. Once work has commenced, the project must be completed within 120 days unless otherwise specified.

When the committee reviews this request, your neighbors have the right to comment and present views about your requested improvements. This is not for their approval; it is only to make them aware that there will be changes next door. Please obtain signatures from all property owners having adjoining lot lines with your property, and all property owners who would reasonably view the improvement from their property, i.e., across the street. If the signatures are missing, the request can be denied as incomplete. If this should happen, you would need to resubmit with the required information in order to get the request reviewed for approval.

I acknowledge that the requesting property owner has shown (me/us) the architectural request form for the proposed improvement(s) described on this form. I understand that (I/we) may make verbal or written comments directly to the Architectural Review Committee.

DATE

PRINTED NAME

SIGNATURE

ADDRESS

In applying for the above architectural change, I agree to follow to the best of my ability the changes as described and meet any and all codes, permits or other requirements deemed necessary by county, state or other applicable authority.

Owner's signature

Date

Owner's signature

Date

Submit to:
Kohn-Ell Association Management Services, LLC
205 West Millbrook Road
Suite 210
Raleigh, NC 27609
919-856-1844

Architectural-info@kohnell.com