

Arbor Chase Homeowners Association
Architectural Change Request Form
Email request to board@ arborchase.com

To be submitted at least 30 days before the planned start date of your project.

FOR BOARD USE ONLY
This application was received on _____ of _____, 20 ____
Received by: _____

A. General Information

Property Owner: _____
 Property Address: _____
 Mailing Address: _____
 Phone Number: (h): _____ (w): _____ (c): _____
 E-mail Address: _____

B. Request involves the following type of improvement(s)

- | | | |
|------------------------------------------|---------------------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Mailbox | <input type="checkbox"/> Gardening/Planting |
| <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Drive/Walk | <input type="checkbox"/> Addition or Improvement |
| <input type="checkbox"/> Deck/Patio/Slab | <input type="checkbox"/> Basketball Backboard/Pole | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Storm Doors | <input type="checkbox"/> Patio Cover/Awning | <input type="checkbox"/> Outdoor Storage Closet |
| <input type="checkbox"/> Room Addition | <input type="checkbox"/> Painting/Siding (complete Section D below) | |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Other _____ | |

C. Description of Work

Include nature, kind, shape, height, materials, color, dimensions, and location of proposed improvement. Use a separate sheet of paper if necessary.

D. Colors for exterior paint or siding (only fill out if applicable)

Please provide the color name, manufacturer, and product code that you intend to use for each area. Also include a sample of the requested paint/siding colors. Use a separate sheet of paper if necessary.

Area	Color Name	Manufacturer	Product Code
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

E. Contact information for architect, contractor or other owner representative, if applicable.

Architect
Name _____
Address _____
Telephone _____

Contractor
Name _____
Address _____
Telephone _____

Representative
Name _____
Address _____
Telephone _____

F. Attachments (Please indicate what you are submitting)

- Photographs
- Sample or description of materials
- Construction Plans
- Elevation drawings
- Site Plan (typically drawn on an enlarged copy of your lot survey, and required for all submissions except painting & siding)
- Samples or description of colors
- Specifications (e.g. manufacturer's brochure)
- Architectural drawings
- Other _____

H. Acknowledgements

- I understand that the Board of Directors may request additional information prior to reviewing this request.
- I understand that I must receive the written approval of the Board of Directors before any work begins. Board approval does not constitute approval of the local building or zoning department, or of drainage design or structural or engineering safety and/or soundness.
- I understand that I may be required to obtain building permits or other approvals prior to the commencement of any work.
- I agree not to alter existing drainage patterns on the Lot without the express approval in writing of the Board of Directors.
- I agree to comply with Board request to enter onto the Lot, or for further information to determine if the project is following the approved plan and is in compliance with the covenants.
- I agree to adhere to the start and completion dates indicated above, unless an extension is requested in writing and approved in writing.
- I agree to immediately notify the Board of Directors of project completion and hereby authorize them to enter onto my property for exterior inspection of the completed project at a mutually agreed upon time, if requested.
- I understand that failure to obtain permits, or meet any of the requirements listed above are grounds for this request to be rescinded by the Board of Directors.

Homeowner's Signature: _____ Date: _____

Planned Start Date*: _____ Planned Completion Date: _____

(Must be at least 30 days after application is submitted.)

(Work must be completed within six months after application the start date.)

Decision of the Board Of Directors

The Board of Directors, having reviewed the Submission above, hereby finds that the request is:

- APPROVED AS SUBMITTED**, subject to the Arbor Chase Covenants.

WORK MUST BE COMPLETED BY: _____

- DENIED**, for the reason(s) stated below:

_____ Late submission; date submitted must be at least 30 days before the planned start date.

_____ Unpaid dues; homeowner has a past due annual assessment balance.

_____ Additional information required; see comments below.

_____ Modifications to plan required; see comments below.

_____ Improvement does not comply with applicable provisions of the Covenants.

See Section: _____

_____ Improvement is not reasonably suitable for the lot.

_____ Not an appropriate exterior color.

_____ Request is not in harmony with surrounding structures and/or topography.

_____ Other: _____

For Arbor Chase Homeowners Association, Inc.:

Signature: _____

Name: _____

Title: _____

Date: _____