

**OUTLINE SPECIFICATIONS FOR REQUESTED
MODIFICATIONS TO EXTERIOR OF RESIDENCE - ARCHITECTURAL CONTROL**

(To be completed and attached to all written request. Submit 3 copies of all documents.)

REQUEST BY: _____

ADDRESS: _____

TELEPHONE #: _____ DATE OF REQUEST: _____

Please complete the following by answering all of the questions and statements.

1. Please give a written description of your requested modifications including purpose and use.
2. Please render a sketch of requested modifications, as they will appear upon completion. Please locate exactly where modifications will be in relation to your residence. Indicate all dimensions of modifications (height from ground, length, depth, etc.) Use separate sheet if necessary.
3. Please list the type of materials to be used in modifications. Indicate anticipated life expectancy, maintenance requirements and colors.
4. Please give cost or estimated cost to complete modification: _____
5. Date work to commence: _____ Date to be completed: _____
6. Will you have any material, trucks, machinery, labor transported across any common areas other than the roadway?
7. Will you employ a building contractor to do your work? _____ Will the contractor have liability and builder's risk insurance? _____
8. Will you be storing materials at the job for more than a week? _____
9. Will you obtain a building permit? _____
10. Do you hereby agree to replace and/or repair, at your expense, any damages to common areas, personal residence areas, including grass, walk stones, trees, building, roads, etc. as a result of your making approved modifications? Upon completion of construction or modifications, the Board will inspect the work for damage to the common area. If damage exists, the Association will repair the damages and the undersigned will be billed for same. _____
11. Do you hereby agree to be responsible for cleanup of any materials, trash, debris, during and upon completion of modifications if this request is approved? Upon completion of construction or modifications, the Board will inspect the work for damage to common area. If damage exists, the Association will repair the damages and the undersigned will be billed for same. _____
12. Do you understand that the application is not deemed "filed" until reviewed by the Board at a regular meeting and no approval is implied until specific written approval or modification is issued by the Board? _____
13. Please attach a list of contractors you may be or am using for this job.

Requesting Homeowner Signature: _____
Date received by Architectural Committee: _____
Approved: _____ Rejected: _____
Comments: _____

Date received by Board of Directors: _____
Approved: _____ Rejected: _____
Comments: _____

Inspections: _____
Date copy returned to homeowner: _____

THIS REQUEST IS APPROVED SUBJECT TO ANY REQUIRED APPROVAL OF OR PERMIT FROM THE CITY OF RALEIGH.

Upon approval of preceding request, the undersigned hereby agrees to maintain and keep in good repair the addition, improvement, or alteration as described on Page 1 and shall bear the cost of such maintenance and repair.

A Maintenance Agreement will be signed by all parties involved and recorded as matter of public record at The Wake County Courthouse. The fees for recording the Maintenance Agreement will be the responsibility of the homeowner.

The undersigned understands that if such maintenance and/or repair have not been commenced within 60 days, the Board has the option to rescind the approval; the Board will notify the undersigned within 7 working days. If such maintenance and/or repair has not been commenced and completed within a reasonable time, the Association may upon 30 days written notice to the Homeowner, make or complete such repairs and the cost thereof shall be an additional assessment to the undersigned lot and shall be payable as determined by the Board of Directors.

Upon transfer of ownership of subject property, the responsibility of maintenance shall pass to the next owner and the undersigned hereby agrees to inform the new owner of the Maintenance Agreement prior to the transfer of property.

Homeowner's signature

Acknowledgment date

Homeowner's signature

Acknowledgment date

Neighbor's signature

Acknowledgment date

Neighbor's signature

Acknowledgment date

WITNESS:

Signature

Acknowledgment date