

ARCHITECTURAL OR LANDSCAPE REQUEST FORM

REASON FOR THE CHANGE OR ADDITION

The homeowner is required to review the proposed changes with **ALL** abutting neighbors. The review by the neighbors is not an approval or disapproval, but serves merely as a notification to the neighbors that a change is being requested. The signatures below indicate that the neighbors are aware of the change and that they understand they may come to the next meeting of the Architecture Review Committee to voice their opinion on this request. (The ACC meets the 2nd Tuesday of each month at the clubhouse 7:00pm.) Alternately they may submit letters of concern to the Architecture Review Committee for consideration. The Architectural Control Committee will take into advisement concerns of the neighbors but will not necessarily be governed by those concerns. Failure by a neighbor to offer an option to the Architectural Control Committee by the following meeting will be construed as acceptance of the proposed application.

PRINTED NAME	ADDRESS or LOT #	SIGNATURE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

This form is not complete without all appropriate attachments and signatures. Please review the Architectural Standards and Control Specifications prior to submission for detailed requirements.

You have 90 days to begin the project and another 90 days from the beginning of the project to complete the project. The Board of Directors can only grant extensions. You must notify management immediately as soon as the project is complete so that compliance and completeness may be verified.

Appeal Process

If the request is denied, the homeowner has the right to:

1. Appeal the decision of the Architectural Review Committee within 30 days. This may be done by submitting the request for appeal in writing to the Board of Directors, c/o R S Fincher & CO, LLC, Post Office Box 1117, Apex, NC 27502. The appeal will be considered at the next regular meeting of the Board of Directors. An appeal received 30 days or more after denial from the Architectural Review Committee will not be considered.

OR

2. Submit an updated request form with changes for the next Architectural Review Committee meeting.

For administrative use:			
The following action has been taken on your request:	Approved	Denied	Incomplete
REASON FOR DENIAL	_____		
_____	_____		
_____	_____		
Signed: _____	(For the Architectural Committee)	Date: _____	