

EAGLE RIDGE HOMEOWNERS ASSOCIATION

REQUEST FOR APPROVAL ARCHITECTURAL REVIEW APPLICATION FORM **by ARCHITECTURAL REVIEW COMMITTEE (ARC)**

Instructions: Please read the Architectural Review Guidelines and the Covenants, Conditions, and Restrictions (CC&Rs) for the Eagle Ridge Community before filling out and submitting this Application form. This Application form and the Guidelines/CC&Rs are available on the Eagle Ridge website: www.eagleridgehoa-nc.com. Be sure to fill in all requested items clearly and supply supporting information, photographs, drawings, and other documentation to the Property Management Company (ELITE). This form will be considered "submitted" when it is fully completed with all requested information. If this form is not submitted as requested, it will be considered incomplete and returned to the Homeowner. Incomplete forms will cause an Application to be delayed or rejected.

Note: Please review the Homeowner Application Approval Process (below) to understand how to get your Project approved. You also may want to use and submit the Checklist (below) to organize your materials.

Application Form submission date: _____

Property owner's name(s): _____

Property address: _____

Does the property back up to the golf course? Yes _____ No _____

Does the property back up to one of the ponds? Yes _____ No _____

Telephone (Home) _____ (Cell) _____

(Work) _____ E-mail Address: _____

Please Note: No construction or landscaping should be started until approval is received from the Architectural Review Committee (ARC). Plans will be approved or declined within thirty (30) calendar days after receipt of complete information by the ARC, including all applicable drawings and data, as required on this form or by follow-up requests as needed to make a decision. You will be informed via written notice from the ARC when a decision is reached or additional information is needed. To ensure compliance with the Guidelines, Homeowners should review the Architectural Review Guidelines which are available on-line or from the Property Management Company through an e-mail request.

Architectural Review Application requests must include (at a minimum) two (2) different drawings:

1. **Plot Plan (official survey of lot)** – showing the proposed improvement or change (e.g. deck, fence, landscaping, screened in porch, etc.) and its relationship/distance to house, property lines, easements, golf course, ponds, road, adjacent homes, etc. as appropriate. For significant landscaping projects, please provide size, dimensions, and placement of plants included in your plans. Additions, features, and plants should be drawn as close to scale as possible.

2. **Elevation or head-on view of property/proposed changes** as would be seen in a photograph. These drawings (*or drawings on a photograph*) should show height, width, and distance above finished grade and any pertinent details of the proposed request. Be as specific as possible in order to expedite the Architectural Review process. Photographs, drawings, and brochures must be submitted, when available, with this Application packet to ensure completeness.

Description of Proposed Project: Give as much detail as possible, including additional pages, as needed.

List construction materials to be used and/or landscaping items to be planted or installed: (Attach brochures, samples, descriptions, drawings, and photographs, as appropriate, of materials such as roofing, brick, hardscape, siding, etc.)

Construction Site Safety: Will construction materials, including mulch and topsoil be placed in the road for more than three (3) days? (Branches, roots, and other debris can only be placed in the road on the day before and day that trash is picked up. Construction materials and/or debris should not take up more space than ten (10) feet along the curb and four (4) feet out from the curb. Construction materials and/or debris taking up more than that space must have construction cones and/or safety flags placed on both sides of the materials and/or debris to warn drivers of the danger.) If yes, please describe below:

Colors: (Attach brochures, samples, descriptions, drawings, and photographs, as appropriate, of paint, roofing, brick, hardscape, siding, etc.)

Signatures of Neighbors: Please provide homeowners' names and addresses of all adjacent properties and obtain the signatures to indicate that they have been informed of your Project plans. Renters should also be identified. Note: These signatures do not mean that your Project has been approved by the ARC nor do their signatures indicate your neighbors approve of your Project, rather they are simply aware.

Name _____ Address _____

Signature _____

Name _____ Address _____

Signature _____

Name _____ Address _____

Signature _____

Name _____ Address _____

Signature _____

Note: Explain any missing signatures

Estimated Start Date: _____ **Days to Complete:** _____

- Note:
- All approved Projects must be completed within ninety (90) days of commencement.
 - If approved and Projects will take longer than ninety (90) days to complete, please notify the Architectural Review Committee via ELITE at the address or e-mail below.
 - If approved Projects are going to be changed or canceled, please notify the Architectural Review Committee via ELITE at the address or e-mail below.
 - No work may begin prior to written approval from Architectural Review Committee.
 - When the Project is completed, please notify ELITE to schedule an inspection.

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

Owner's Signature: _____ **Date:** _____

Co - Owner's Signature: _____ **Date:** _____

Submit this application and all accompanying documents and drawings to:

Elite Management Professionals, Inc.
4112 Blue Ridge Road
Suite 100
Raleigh, NC 27612

Phone: 919-233-7660 or

Fax: 919-233-7661 or

Email: kirstenrowland@elite-mgmt.com

NOTE: Should your request be denied, you may make an appeal to the Board of Directors by calling ELITE at 919-233-7660 and speak to Star Smith, Community Manager for Eagle Ridge. Her e-mail address is: starsmith@elite-mgmt.com

HOMEOWNER APPLICATION APPROVAL PROCESS

1. Architectural Review Application forms, hereinafter known as "Application" for exterior changes may be obtained on-line at the Eagle Ridge web site (www.eagleridgehoa-nc.com) or from the office of the Property Management Company (ELITE).
2. Homeowner submits their proposed Project by the appropriate Application form to ELITE (in person or sent to their office) for processing.
3. The Application form must be completed and all requested information included. If all of the areas on the Application form are not completed, the Homeowner will be requested to resubmit the revised Application form.
4. ELITE sends the completed Application form by e-mail to the ARC for consideration which includes the review, discussion, approval or disapproval/rejection).
5. The ARC reviews the Homeowner's Application to determine if it is in accordance with the Architectural Guidelines and/or the CC&Rs (Declaration of Covenants, Conditions, and Restrictions).
6. Each ARC member will vote on the Project (Approved, Approved with Conditions, Approved with Information, Declined or More Information Needed).
7. If more information is needed by the ARC from the Homeowner, ELITE will contact the Homeowner asking for this specific information (measurements, details of materials, pictures, etc.).
 - a. While the Homeowner is preparing the additional information requested, the timeline for the Project is put "on hold" until the requested information is received by the ELITE.
 - b. If the Homeowner does not submit the specific information as requested within a reasonable period of time, the Project will be rejected by the ARC.
 - c. Once the additional information is received by ELITE, it is forwarded to the ARC for further discussion, consideration, and another vote.
8. If the ARC approves the Project, ELITE notifies the Homeowner of the approval and the Homeowner may begin the Project.
9. In the event the ARC fails to approve or disapprove the Application (Project plans and specifications) within thirty (30) calendar days after the ARC has received notification of the new submitted Project (on the proper Application form, including all information necessary for their consideration and review), approval by the ARC shall be deemed to have been granted.
10. If the ARC does not approve the Application, the Property Management Company will notify the Homeowner with the reasons the Project was not approved. In this situation, the Homeowner can appeal the decision through the Board (see the Homeowner Appeal Process in the next section below).
11. If the ARC declines the Project, ELITE is notified with the reasons for the declination, and ELITE notifies the Homeowner with the reasons for the declination.
12. Once the Application is approved by the ARC, the Homeowner has ninety (90) calendar days from the date the ARC notifies ELITE that the Project has been approved to have the Project completed.
13. If the Homeowner needs additional time to complete the Project, the Homeowner is responsible for contacting ELITE to state how much additional time they will need and the reason(s) for the

requested extension. In most cases, the ARC will approve the additional time needed, but the amount of the additional time must be reasonable.

14. Once the Project is approved by the ARC, if the Homeowner wants to make substantive changes to the original submitted and approved Project, the Homeowner is responsible for contacting ELITE to submit the proposed changes in writing for reconsideration by the ARC.
15. Once the Project is approved by the ARC, if the Homeowner decides not to proceed with the Project, the Homeowner is responsible for contacting ELITE in writing that the approved Project will not be completed at this time. If, at a later time, the Homeowner wants to complete the Project, the Homeowner must submit another Application form and the Approval Process must begin again.
16. Once the approved Project is completed, the Homeowner is responsible for notifying ELITE that the Project has been completed and is ready for inspection by the ARC.
17. At that time or after ninety (90) calendar days from the date the ARC notifies ELITE that the Project has been approved, a member of the ARC will go to the Homeowner's property, inspect the completed Project, and check to determine if the completed Project complies with the original approved Application, the Guidelines, and the Declaration.
18. If the Project is found to deviate from the approval granted by the ARC, the ARC will document this fact and submit their findings to the Board. The Board will ultimately decide on further steps to be taken.

Architectural Review Application Form Checklist

Instructions: Use checklist to organize materials for submission. Include the following information and support documentation when appropriate. Make sure that all written and numerical information is clearly legible.

***Incomplete or illegible forms will cause an Application to be delayed or rejected.
Typed or neatly printed documentation is recommended to avoid having to resubmit.***

NOTE: It is highly recommended that Homeowners read and familiarize themselves with the appropriate rules within the Guidelines and CC&Rs for the Eagle Ridge Community. These are available at the ELITE website: www.eagleridgehoa-nc.com.

PAGE 1:

- _____ *Fill out all personal and residence information on page 1.*
- _____ *Include a Plot Plan to illustrate proposed improvement(s), e.g. decks, sunrooms, landscaping, fencing, and other changes. Remember to indicate all necessary information, including all dimensions, number, and spacing of plants, distances from house and property boundaries. Images should be drawn as close to scale as possible. Make sure to adhere to all restrictions as identified in your community CC&Rs and Architectural Review Guidelines.*
- _____ *Elevation or head on view (front-facing) and side views of house and Project illustrating all changes proposed. **Include photographs and line drawings drawn to scale, and/ or brochures.** Show height, width, and distance from other features (including property lines).*

PAGE 2:

- _____ *Include a detailed description of proposed Project, including such elements as features, colors, design or style, plants, etc.*
- _____ *Describe and identify the color of the construction materials to be used, such as types of wood, fencing (wood or metal), patio pavers, screens for porches or sunrooms, etc.*
- _____ *Identify all plant types, including number of each species and initial size of plants to be installed. Include appropriate description and information regarding landscape curbing, patio pavers, etc.*
- _____ *Indicate if construction materials and/or debris will be placed on the road.*
- _____ *Attach color samples, pictures, and color identification numbers, as appropriate, for paint colors, roofing materials or brick/stone work.*
- _____ *Include the signatures and addresses of neighbors who have been informed of your proposed Project.*

PAGE 3:

- _____ *Include the projected start date and the number of calendar days that are anticipated for completion of the proposed Project.*
- _____ *Make sure to include Owner's and Co-Owner's signatures.*