

ARCHITECTURAL PROCESS & GENERAL INFORMATION

Dear Cameron Pond Homeowner,

When you chose to purchase your home and become a member of the Homeowners Association, we know you were not only excited to join such a great community, but also proud of your new investment. In order to help you and your neighbors keep the Association looking its best--and ensure that your home's value stays as high as possible--we require that all homeowners submit an **Architectural Request Form**, and obtain approval from the Board of Directors, prior to beginning work on any exterior changes to their property.

Please note your Architectural Request will NOT be reviewed without the following:

- A simple summary in the **Description** portion on the form. Please do **not** write "See Attached". For example write: 5' black aluminum fence with two 4' wide walk gates. More information and details can be sent in your email at time of submittal or on a separate word doc if needed for clarification.
- A copy of your **official, notarized** lot survey (plat map), marked with location of any improvement. A sample of an **official** lot survey is on the website. The survey *lot specific*; important because it shows easements, buffers, location of the house on the lot, property lines, building envelope, location of HVAC, sidewalks, walkways, alleyway, etc. If you do not have an **official** survey (plat map), please check your closing documents, or follow up with your *Realtor, Builder, Town of Morrisville* or your *Closing Attorney*. Please note that if you cannot obtain a survey you will need to contact a surveyor directly. Remember to mark the requested change to scale on the plat map, including existing landscaping that may be **removed or relocated** for the project.
- Signatures **must** be obtained from neighbors on any adjoining/attached lot. Any exterior paint or front yard change request forms should include signatures from neighbors across the street. This applies even if the exterior change is not highly visible to a neighbor. If the home is occupied home then the signature still needs to be obtained if the lot attaches to yours, including the back of the property. This requirement is simply a *courtesy* letting your neighbors know what is going on-they may be effected by vendor & subcontractor visits, commercial vehicles, noise, materials being stored, debris, etc.
- Include **pictures** of materials (fence, pavers, stone, example of what the project will look like upon completion, landscape material, etc.) and any vendor diagrams if applicable. Many times a picture of your yard and/or adjacent homes/yards helps determine if the change is cohesive surrounding neighbors and clarifies proximity to adjacent lots.

Once we receive ALL of the necessary documents and information, we will begin processing your request. Please understand that there is a very strict process in place for Architectural Review, and in most cases we are unable to expedite requests. This is particularly true in the spring and summer, when there is a higher volume of requests coming in. Submitting a **complete** request is the sole responsibility of the homeowner; not the Board, ARC Committee or the management company. Everything should be clearly marked and legible.

All requests must be submitted by the legal owner of the property, not a renter or vendor. Homeowners must be in good standing (current dues paid in full) before submitting an ARC Request for review.

Once processed, the request is reviewed by your Architectural Review Committee and Board of Directors. We will contact you as soon as we have the final decision, so please be patient until that time. The review process can take anywhere from a few days to two months, in some cases. There is no way for us to know how long the review process for your request will take, as each request is unique and carefully reviewed as such. In some cases, we must receive the minutes from the meeting before notifying the homeowner. If there are multiple submittals, the request may have to wait until the next meeting due to time constraints. Requests are reviewed in the order received. The ARC and Board make **every** effort to complete reviews each month but much depends on the type of submittal and how many have been received that same month. Please consider this when communicating with a vendor in regards to scheduling the work. You will receive an email regarding your approval and also an official letter in the mail for your records. Work can proceed as soon as you are contacted by email and/or letter.

Remember that most changes are permanent so the ARC and the Board have a duty to carefully review all requests to ensure compliance and overall aesthetics for the good of the entire community. Going through the ARC review process is well worth the long term results – a beautiful neighborhood! The process also prevents non-compliant changes from being made. Making an exterior change without Board approval can result in fines and/or the added expense of removal. When in doubt-SUBMIT!

If you have any questions while filling out the form, send an email to Laura@omegamgmt.com. Email is the best way to make sure you receive a prompt and accurate response, but if you do not have access to an email account, you may call our office at (919) 461-0102.

****Important Website Registration Reminder****

Please remember that you must be *registered* on the Omega website in order to receive eblasts. This is the most efficient way to communicate quickly for matters such as emergency pool closings, community concerns and meetings. If you have not done so, please take a few minutes to register at www.omegamgmt.com and follow the prompts to register as a new user. If you have questions, please email info@omegamgmt.com. You can also use that email if you have a concern about your HOA. We do not use or have access to social media sites such as Facebook. Please communicate any questions or concerns directly to us so we can address as soon as possible.

Sincerely,

Jennifer Wichowski, Community Manager
Omega Association Management, Inc.
on behalf of the Board of Directors