

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Architectural Review Application CHECKLIST

In order to be processed, ALL architectural applications must include the following items:

- ☐ **Completed and signed application** (one application per exterior improvement.)
 - Applications must include:
 - ALL fields completed, including current contact information (this information may be added to your homeowner account if we do not have current info on file.)
 - Signatures of all adjacent neighbors and any other neighbors who have a direct view of the change from their home. (NOTE: Signatures do not equal approval or consent, only that they have been *notified* of the proposed project and what it will entail.)
- ☐ **Lot Survey/Plot Plan** with proposed changes drawn *exactly* to scale and *precisely* as you propose that they will be placed.
 - Make a COPY of your lot survey before drawing your proposed improvements. Please do not draw on or send us your original lot survey!
 - Please use colors other than black when drawing on your lot survey/plot plan for clarity.
 - **Note: Lot surveys are *not* required for exterior painting requests.**
- ☐ **Narrative description of project** with all relevant details.
- ☐ **Measurements!** Be as specific as possible, including height, width, depth, spacing, etc..
- ☐ **Materials Schedule** specifying all colors, finishes, materials, etc.. The more specific, the better!
 - **For Exterior Painting Projects:** Please include 2"x2" color swatch of each color you plan to use, as well as paint brand(s) and color name(s).
- ☐ **Elevation Drawing** of proposed project, if applicable. Fences, home additions, screened porches, sunrooms, decks, and detached buildings *must* include an elevation drawing/photo.
- ☐ **Any other supporting documentation.** The more relevant information you provide, the less we have to go back and forth between you and the ARC, and the faster the review process!

COMPLETE applications should be submitted for review in the following manner (choose ONE):

- ☐ Option 1: All documents combined into one PDF document (scanned in high resolution color) and
 - EMAILED to: Broadwelltrace@elite-mgmt.com
 - Subject Line: "<<Association's Name>> ARC Application - <<Property Address>>"
(example – "Darling Meadows HOA ARC Application – 1234 Lovely Lane")
- ☐ Option 2: All documents combined into one stack of letter-sized documents (printed in color)
 - MAILED to:
 - <<Association's Name>> ARC
c/o Marquina Lucas
Elite Management Professionals, Inc.
4112 Blue Ridge Road, Suite 100
Raleigh, NC 27612

Application review timeline does not begin until complete application has been received and submitted by Elite to the Architectural Review Committee.

Architectural Request Form Application

(This form may be used for all architectural, exterior, and landscape changes.)

Submit* to: Elite Management Professionals
4112 Blue Ridge Rd, Ste 100, Raleigh, NC 27612
***See digital submission options on cover page**

Date of Application: _____ Association: **Broadwell Trace**

Owner(s) Name: _____

Address: _____

Email Address(es): _____

Home/Work/Cell#: _____

Type of improvement: _____

Anticipated Start Date: _____ Anticipated Completion Date: _____

Project must be started within 30 days of approval and completed within 30 days of commencement of the work or additional written permission will be needed from Architectural Control Committee (ACC) for an extension of time. Homeowner must provide photographs of project when completed.

Owner agrees to replace and/or repair at their sole expense any damages to any common areas and personal residence areas such as walking areas, trees, buildings, roads, etc. as a result of making the approved modifications. **_(Owner's initials)**

In the case of an addition or modification to the exterior of your home, please attach the following documentation or a narrative description on a separate sheet of paper to include:

___Plot Plan / Final Survey Map

___Dimensions

___Elevation

___Manufacturer/Brand Name

___Illustration/Drawing/Rendering

___Color(s)

___Specifications Sheet

___List of materials to be used

Other items that may be helpful are: professionally prepared and sealed plans, or any other information that will assist in reviewing this Application. Please attach these to this request prior to submitting it to the ACC.

A copy of the Plot Plan / Final Survey Map demonstrating the location of the proposed exterior improvements on your lot in relation to the home, property lines, building setbacks, easements, landscape buffers, and all other existing structures is required. Red or Blue ink is to be used to reflect the proposed placement of the improvement. Based on the placement of the improvement, please check all that apply to the proposed improvement:

- ☐ Viewable by neighbors from their property
- ☐ Viewable from street, if standing in front of home
- ☐ May obstruct view for neighbors of community feature (pond/lake, park, natural/wooded area, etc.)
- ☐ Will be placed over an existing easement/landscape buffer
- ☐ May restrict access by HOA to maintain common area and/or stormwater retention/control device

All improvements must be thorough, with no less than good quality materials, free from faults and defects and in compliance with any and all applicable laws, regulations, and ordinances. Any deficiencies in workmanship or materials, determined by reasonable standards of construction in your municipality, shall be corrected upon request of the Association at the cost of the Owner. Such corrections must be performed within thirty (30) days of written notice from the Association or its duly appointed representative.

Owner will be responsible for contacting any applicable municipality and/or county and for the cost to obtain permit(s) and inspection(s) if required. Upon transfer of Ownership of subject property, Owner agrees to inform the new Owner of any maintenance agreements that have been set up prior to the conveyance of ownership of property. **(Owner's initials)**

I/We understand that I/we must receive PRIOR approval of the ACC in order to proceed with this improvement project. I/We understand that the ACC's approval does not constitute approval of the local municipality or county's building department and that I/we may be required to obtain a building or land use permit. I/We agree to complete the improvements promptly and within thirty (30) days after receiving approval. I/We further understand that work that begins prior to written approval may result in a fine charged to me. I/We agree to provide photographic proof of completion of the addition, alteration, or improvement in compliance with the approved application with sixty (60) days after receiving approval. **(Owner's initials)**

TO SUBMIT, please scan your complete Application and all attachments to:

Via email: broadwelltrace@elite-mgmt.com

Should the ACC deny your request, you may appeal to your Board of Directors in writing within 15 calendar days of the ACC's decision. Please submit your appeal in writing to:

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

ONLY WRITTEN APPEALS WILL BE RE- CONSIDERED

FOR OFFICE USE ONLY

Application received by ACC on: _____

Decision rendered on: _____

APPROVED as requested decision rendered on: _____

CONDITIONALLY APPROVED with the attached/following conditions on: _____

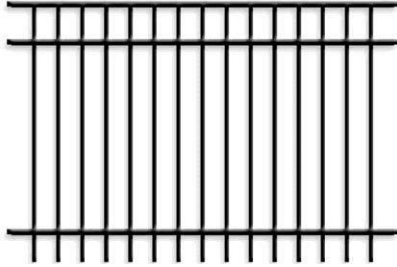
DENIED for the following reason(s) on: _____

APPROVED FENCING STYLES (Single-Family Homes Only)

Please Note: Fences shall NOT extend more than 10 feet from the rear corners of the home towards the front of the structure of the home. Fences cannot be installed less than 5 feet from the inside edge of a sidewalk (15 feet from curb). Fences cannot be installed over easements or buffers without prior approval. *Fences cannot be installed over easements of buffers without prior approval.*

PLEASE SELECT THE ONE FENCE STYLE ALLOWED ON YOUR LOT BELOW AND SIGN:

- ☐ I/we select the Black Aluminum Avalon/Long Islander Style Fence with pickets spaced 3 13/16" apart, not to exceed 60" in height



SIGNATURE

DATE

- ☐ I/we select the Cannonball/Charleston Stockade Style Wooden Fence with three horizontal rails, not to exceed 60" in height parallel with side and front property lines, not to exceed 72" in height parallel with rear property line. Wood fencing is to be stained within 3 to 6 months of construction of fence per the Guidelines.



SIGNATURE

DATE

- ☐ I/we select the White Vinyl Fencing Panel (styles subject to HOA board), not to exceed 60" in height parallel with side and front property lines, not to exceed 72" in height parallel with rear property line.
Vinyl fencing is to be power washed regularly



SIGNATURE

DATE

PLEASE SELECT ALL THAT APPLY BELOW AND SIGN:

I. ☐ I / We agree that we will install the fence within 1 inch of the property line and our neighbors will be allowed to tie into the fence in the future if needed.

Signature

Date

PLEASE SELECT BELOW AND SIGN:

II. ☐ I / We agree that we will install the fences three (3) to four (4) inches above the ground level to allow for natural water flow.

Signature

Date

A Plot Plan/Final Survey Map of the property that reflects the property lines, easements, landscape buffers, and structures, must contain a drawing of the proposed location of the fence, gate(s), and shrubs to conceal or soften the appearance of the fence in a blue or red ink.

THIS DOCUMENT MAY BE REVISED FROM TIME TO TIME WITHOUT PRIOR NOTIFICATION