

Picardy Pointe  
Homeowner's Association

Architectural Standards  
And Guidelines

# Table of Contents

|                                                          |    |
|----------------------------------------------------------|----|
| I. Purpose and Policy .....                              | 3  |
| II. Responsibilities .....                               | 3  |
| A. Architectural Review Committee .....                  | 3  |
| B. Homeowner's .....                                     | 3  |
| C. Property Management Organization .....                | 3  |
| III. Guidelines .....                                    | 4  |
| A. Types of Changes That Require Submittal .....         | 4  |
| B. Types of Changes That Do Not Require Submittal.....   | 4  |
| C. Specific Changes That Are Prohibited.....             | 5  |
| IV. Submittal Process .....                              | 5  |
| A. Reminders.....                                        | 5  |
| B. Planning and Preparation Submittal.....               | 5  |
| C. Architectural Review Committee Review .....           | 5  |
| D. Appeals.....                                          | 6  |
| E. Time Frame for Construction .....                     | 6  |
| F. Details for Submittal.....                            | 6  |
| V. Standards and Specifications .....                    | 6  |
| A. Animal Pens and Runs.....                             | 6  |
| B. Exterior Antennas or Dishes .....                     | 6  |
| C. Driveways and Parking Pads .....                      | 6  |
| D. Storage.....                                          | 7  |
| E. Swimming Pools / Hot Tubs .....                       | 7  |
| F. Trees .....                                           | 7  |
| G. Landscaping/Flag Poles/Lantern Light .....            | 7  |
| H. Hedges and Screen Plantings .....                     | 7  |
| I. Fencing .....                                         | 7  |
| J. Decks and Patios.....                                 | 8  |
| K. Enclosures (screened in porch, sun rooms, etc.) ..... | 8  |
| L. Exterior Materials and Colors.....                    | 8  |
| VI. Violations and Picardy Pointe HOA Remedies .....     | 9  |
| VII. Appendices .....                                    | 9  |
| Appendix A – Mailbox Standards .....                     | 10 |
| Mailbox Option .....                                     | 11 |
| Mailbox Number Placement .....                           | 11 |
| Appendix B – Architectural Review Form .....             | 12 |

## I. Purpose and Policy

The Architectural Review Committee (ARC) was established by the Board of Directors (BOD) pursuant to Article IV of the Picardy Pointe Declaration of Master Covenants (hereafter referred to as the Covenants) to help preserve and maintain the property values and natural beauty of the community.

To this end, the Covenants require written requests be submitted for all exterior property modifications, in advance, to the ARC for approval. The ARC consists of three (3) members appointed by the BOD. Approval is mandatory before work can begin. The ARC shall decide whether to approve or disapprove a request based on whether or not the modification conforms to community standards. The potential effect on neighbors is to be considered by the ARC. Homeowners who begin projects without approval will be asked to submit an application after the fact, but if the work does not conform to community standards the application will be disapproved. Also, any modifications that the homeowner does not properly maintain will be required to be removed. Throughout this document, the term “modifications” includes, but is not limited to, the following: change, alteration, addition, deletion, and improvement.

To provide guidance to the homeowners regarding the community standards, the ARC has developed these Architectural Standards and Guidelines (Guidelines), approved by the BOD, which describes the types of modifications that require approval, which type of modifications are allowed in the community, and what documentation is required with the application. The Guidelines will be modified, as needed, by the ARC and approved by the BOD. The Guidelines are designed to provide guidance in most situations for the greater majority of requests from homeowners. The ARC will meet quarterly to review the Guidelines unless more frequent meetings are required.

Homeowners may request a meeting with the ARC by contacting any member. The meeting would allow the individual homeowner to be assured that the committee understands their request, or afford the opportunity for the homeowner to provide comments about the modifications that are currently underway or being planned.

These Guidelines are intended to be a dynamic document that allows for individual creativity of design while providing homeowners with information to guide their individual improvements. The approval of any submittal or portion thereof does not ensure the approval of similar submittals. Each request will be reviewed on its own merit. The aesthetics of the modifications will be a primary consideration of the ARC as well as the impact on the adjacent homeowners and the neighborhood at large.

Homeowners should be aware that the Town of Cary also has requirements governing some of the same improvements covered in this document, and those requirements take precedence over these Guidelines. ARC approval does not preclude the necessity for the homeowner to obtain required Town of Cary permits. Other items that may affect a modification include, but are not limited to, setback requirements, easements, right-of-ways, buffer zones and flood hazard areas.

## II. Responsibilities

### A. Architectural Review Committee

The ARC is responsible for approving or disapproving all architectural requests; the BOD will make decisions about violations and related penalties or legal remedies, and make the final interpretation of the Covenants and Guidelines.

The ARC is responsible for reviewing requests and making site inspections, if appropriate (both before and after the modifications). It is also the responsibility of the ARC to keep this document updated on a regular basis, with final approval of the BOD.

### B. Homeowners

Each homeowner has the responsibility to properly complete and submit an Architectural Request Form to the Property Management Company in accordance with the requirement of these Guidelines.

### C. Property Management Organization

It is the Property Management Company's responsibility to collect all architectural request forms submitted, and to do an initial screening to assure completeness. Incomplete forms will be immediately returned to the homeowner. Completed submittal will be distributed to the ARC within two (2) days. **The Property Management Company is the focal point for the problems and concerns of homeowners and represents the homeowners' first point of contact for ARC requests.** The Property Management Company is also responsible for sending the ARC's response for each completed submittal that was received by the ARC back to the homeowner.

The current Property Management Company contact information:

RS Fincher and Co., LLC  
315 S. Salem Street #500  
P.O. Box 1117 Apex, NC 27502  
919-362-1460  
Property Manager: Christina Sicioli [Christina.sicoli@rsfincher.com](mailto:Christina.sicoli@rsfincher.com)

### III. Guidelines

Every attempt has been made in these Guidelines to include those considerations that have the potential to impact property values and the natural beauty of the community. Suggestions for improvement of this document should be submitted to the ARC.

Below are examples of modifications that would require submittal of an Architectural Request Form (A), not require a submittal (B), or are prohibited (C).

These Guidelines were created to allow homeowners wide latitude in planning modifications to their property. It is recognized that every situation may not be completely addressed. Therefore, each homeowner is encouraged to contact a member of the ARC in cases where there is doubt that the Guidelines fully address a modification or the Guidelines are not understood. This contact will allow the Homeowner and the ARC to avoid delays in processing the submittal and also allow the ARC to enhance the Guidelines for the future.

NOTE: It should be recognized and appreciated that the submittal/approval process is administered by volunteers who perform these duties on their own time (night and weekends). Every effort will be made to expedite, review and comment within approximately 30 days. The ARC will endeavor to ensure that its response is timely, but the Homeowner should plan in advance and allow for at least the full 30-day processing time.

#### A. Types of Changes that Require Submittal

1. Changes to the exterior of the home, such as:
  - a. Addition of:
    1. Awnings
    2. Decorative Lighting
    3. Solar Panels/Collectors
    4. Generators
  - b. Changes in Appearance, such as:
    1. Color
    2. Materials (such as siding, shutters, railings, etc.)
2. Other exterior changes, such as:
  - a. Buildings/additions
  - b. Decks and Patios
  - c. Driveway extensions and parking pads
  - d. Enclosures, including animal enclosures/pens
  - e. Fences
  - f. Hedges and screen plantings
  - g. Landscaping, including artificial turf installation
  - h. Mailboxes
  - i. Recreation or sport equipment including:
    1. Basketball goals
    2. Permanent child's play equipment (Non-permanent equipment must be placed in an inconspicuous location)
  - j. Structures
  - k. Swimming pools and hot tubs
  - l. Tree removal (live)
  - m. Satellite Dishes greater than 1 meter in diameter
  - n. Garden Plots (unless garden fits within Section B.7 (below))

#### B. Specific Changes That Do Not Require Submittal

1. Flower boxes which meet color requirements
2. Decorative flower pots
3. Minor landscaping
4. Periodic repainting/staining with existing color
5. Portable pools usable by small children

6. Removal of dead, stressed or diseased trees
7. Small, discreetly located garden plots
8. Rain barrels and composters, dark in color and placed inconspicuously
9. Storm doors (color requirements apply, see section L)
10. Solar tube lights; if placed inconspicuously on the rear-facing section of roof

Note: Although the above items do not require submittal of an Architectural Request Form, the BOD reserves the right to request removal of an item if a neighboring homeowner complains and/or the BOD determines the item to be a nuisance and/or unsightly.

- C. Specific changes that are Prohibited include, but are not limited to:
1. Chain-link, PVC fence, wire fence or wire-backed wood fences
  2. Commercial advertising signs
  3. Encroachment on other property
  4. Exterior satellite dishes that exceed 1 meter in diameter
  5. Solar tube lights installed on front-facing section of roof
  6. Vinyl siding
  7. Stand-alone out-buildings
  8. Permanent clotheslines
  9. Pools, above ground (except portable pools usable only by small children)

## IV. Submittal Process

Unless the Guidelines specifically exempt a modification from ARC approval, the homeowner must submit an Architectural Review Form. While the process is the same of all submittals, the details required in the submittal will vary with the nature of the change.

- A. General reminders
1. No construction shall begin without ARC approval of the submittal.
  2. No Town of Cary Building Permit should be applied for prior to having the ARC approval.
  3. Allow enough time for processing an approval in planning for construction.
- B. Planning and Preparation of Submittal
1. Using these Guidelines, determine if a submittal is required. If not, skip to Section VI.
  2. Prepare the Architectural Review Form (include in the Appendix Section of this document, or from the Property Management Company) and attach any drawings, sketches and supplemental documents for the ARC review. Complete submittals will fully describe/depict the modification and stand on its own without need for further explanation or clarification.
  3. Sign the form.
  4. Present the completed submittal to all adjoining property owners or neighbors who may be visually impacted by the change, and obtain their signatures. This signature simply reflects that each neighbor has seen the completed submittal; *it does not constitute an approval of the submittal*. Note on the form whenever an adjoining neighbor cannot be reached within a reasonable time or if the adjoining neighbor refuses to sign the form indicating they were notified of the modification being submitted.
  5. After completing steps 1-4 (above) present the submittal to the Property Management Company. Incomplete or illegible submittals will be returned immediately to the homeowner.
- C. Architectural Review Committee Review
1. The Property Management Company will forward copies of all submittals to all members of the ARC and retain the original.
  2. **The ARC will review the submittal within approximately 30 days from the submittal date as received by the Property Management Company.**
  3. Any responses by adjoining property owners will be reviewed and taken into consideration.
  4. The submittal will be voted on by the ARC and one of the following actions will be taken:
    - a. Approve as submitted
    - b. Approve subject to conditions
    - c. Disapprove because submittal information is incomplete
    - d. Disapprove
1. Disapproval may be on any reasonable grounds and the details will be communicated to the homeowner as provided in Article IV of the covenants.
  2. Approval of any submittal or portion thereof does not ensure approval of similar submittals, as each submittal will be considered on its own merits.
  3. All aspects and details of a proper submittal approved by the ARC must be complied with. Alterations/deviations of a significant nature will require resubmission.

#### D. Appeals

If a homeowner disagrees with the ARC's action concerning a particular request, they may appeal the decision to the BOD. To appeal an ARC decision, the homeowner should contact the Property Management Company and ask to be placed on the agenda of the next BOD meeting. An appeal can also be made in writing to the BOD.

#### E. Time Frame for Construction

1. Construction should begin at the indicated start date or within three months after the date of the written approval by the ARC. Work should be completed within three (3) months after construction begins, unless an extension is requested or granted.
2. Approval for projects that did not begin as specified above will lapse, and the applicant must resubmit the proposal or the written request for the extension to the ARC.
3. **Approved submittals are non-transferrable.**

#### F. Details for Submittal

The Architectural Request submittal should contain a complete and legible written description of the proposed modifications and should include as much information as applicable, such as:

- Website print-outs
- Drawings or blueprints showing different views with dimension
- Plot plans – top down drawing showing location of existing structure(s), property boundaries in relation to adjoining property(s), and location of proposed changes(s).
- Elevation drawings – a side view that will show height, topography of land, and visual image of the change.
- Samples and written description of the paints and/or materials to be used.
- Written and/or visual depiction of construction details.
- Location for building material storage during construction, soil disposal plan, drainage plans or re-vegetation plan (as applicable).
- Description of any screening to be provided.

Drawings need to be 'to scale' in order depict relationship to location, height, etc., with all dimensions clearly marked on the drawings. For major construction projects in which a hired contractor is used for (additions, sun rooms, dormers, etc.), the design drawing should suffice, provided it displays roof-lines and other pertinent detail.

## V. Standards and Specifications

The information below briefly describes specifications required for submittal. For items which do not require submittal, where noted, the expectation is that the minimum details will be met.

#### A. Animal Pens and Runs

1. Pet facilities must be of minimal size and located at least 10 feet from all property lines, behind the main dwelling in an inconspicuous area.
2. Include proposed dimensions, including height, as well as construction materials with submittals. Note that pet facilities/animal pens shall be no greater than 8' in any dimension.
3. Installations shall include a screening plan to obscure the facility from general public view. Guidelines for any fencing used must also be met – see section I. The screening requirement for pet facilities/animal pens is similar to the landscape screening plan described in Sect. I.4.

#### B. Exterior Antennas or Dishes

1. Exterior antennae and satellite dishes should be placed as inconspicuously as possible, preferably obscured from view from the street.

#### C. Driveway and Parking Pads

1. Driveways and vehicle parking pads shall be concrete only. Any other type of pad (i.e. brick/stone pavers, etc.) shall be reviewed on an individual basis. Aggregate base, thickness, reinforcement, etc. should comply with good construction practice.
2. Close attention must be paid to structure placement; setbacks and encroachment due to the size of most lots in Picardy Pointe.
3. Room between the parking pad and driveway extension should be allocated to allow plant screening for privacy of neighbors.
4. Parking pads that face the street should be screened by plantings that have been approved by the ARC.
  - a. Screen plantings must be installed no later than the following autumn season.

D. Storage

1. No trade materials or inventories may be stored on residential lots.
  - a. Note that short term (no more than 10 days) storage of construction related items such as roofing materials, decking lumber, siding, etc. is considered acceptable.

E. Swimming Pools and Hot Tubs

1. In-ground pools must meet local code standards for safety including fencing
2. Fencing must meet local code as well as Picardy Pointe guidelines; see section I
3. Above ground pools are prohibited
4. Portable pools usable by small children are pre-approved

F. Trees

1. The removal of a live tree requires submittal unless the tree is less than six inches (6") in diameter at a height above the ground of four feet (4').
2. Removal of dead, stressed or damaged trees does not require submittal, regardless of size. It is the homeowner's responsibility to ensure that the tree is dead, stressed or damaged.
3. Homeowners are also responsible for meeting the requirements of the Town of Cary Ordinances for removal of trees from buffer zones, flood hazard zones (flood plains) or clearing an area of 1200 square feet or larger.

G. Landscaping/Flag Poles/ Lantern Lighting

1. Landscaping of a minor nature such as naturalizing an area of a yard adding shrubs, trees, flowers, etc. need not be submitted for approval. These are considered normal improvements and are strongly encouraged.
2. Other types of landscaping represent more significant projects that may be structural, have an impact on adjacent property, or require strong aesthetic considerations, will require a submittal:
  - a. Retaining Walls
  - b. Drainage, swales, storm water runoff: careful consideration should be given to landscaping that will redirect or alter current drainage or runoff to adjoining property. Details should be contained in submittal.
    1. Corrugated and smooth drain pipe extending from downspouts and drains shall be buried and/or well concealed.
  - c. Garden plots: small, discreetly located garden plots need not be submitted. Large plots in public view with tall crops (i.e. corn) should be submitted with details of screening (see Section H).
  - d. Artificial turfgrass installations: artificial turf may not be installed in front yards or street elevations and must be maintained/cleaned on a routine basis.
  - e. Flag poles/ornaments/figurines should be submitted with a picture and proposed location on plot/plan/survey. This applies to permanent placements like birdbaths, benches, yard ornaments etc., but not to seasonal visuals (Halloween, Christmas, etc.)

H. Hedges and Screen Planting

1. Hedge or screen plantings, which form a barrier between properties or between the dwelling and the street, should be submitted with the following information:
  - a. Description of expected size of planting at maturity.
  - b. Agreement for maintenance access.

I. Fencing

It is the general intent of the review committee to discourage the use of any obvious fences within Picardy Pointe. The physical definition of individual lots visually detracts from the natural open feeling that presently exists throughout the development. *It is recommended that homeowners explore and pursue alternative options where possible prior to considering installation of new fencing.*

These guidelines may allow for specific types of fencing in certain instances so that the homeowner has the option of creating an enclosed or semi-enclosed background for privacy, security, or protection of small children or pets. *Please be aware that not all requests will be granted; corner lots and areas with high visibility are not likely candidates for approval.*

The ARC shall review all proposed fence locations and details. The ARC shall emphasize the development of sensitive, compatible, functional and aesthetically pleasing qualities of the fence design. Quality materials and construction methods shall be employed. The following architectural guidelines for fencing will assist the ARC and protect the entire community.

All fence designs or proposals shall include the following information:

1. All requests shall be submitted with a photograph, detailed section and elevations 'to scale', or a clear rendering of the proposed fence.
2. Fencing materials may include wood, wrought iron or powder-coated aluminum so as to appear to be wrought iron.

3. A plot plan/survey of the lot showing all existing buildings, drives, walks, natural area(s) or specific locations shall be provided together with the proposed location of the fence(s) with exact dimensions to property lines or right-of-ways. All roadway buffers shall be shown on this plan.
4. A landscape planting plan that will provide screening for the portion of the fence visible from the street (generally, the portion facing the street) that will achieve one of the two following schemes:
  - a. Install plantings so that no more than two-thirds of the fence surface will be visible within (3) years of the erection of the fence; or
  - b. Install three gallon (or larger) plants on no greater than ten (10) foot centers
  - c. Screening plantings should be installed at the time of fence installation when seasonal planting conditions permit, or no later than the next fall planting season.
5. All proposed fencing shall be clearly flagged or staked in the field for review by the ARC.
6. No fencing shall be constructed beyond the front corner of any residence
7. No trees of significant size (6" diameter or greater) shall be removed during the installation of the fence without prior approval of the ARC.
8. All interior lot fencing shall be no higher than 48" above natural grade.
9. No stain, paint or wood preservative shall be used that will change the color of wood. Only natural/clear preservatives shall be applied to any fence.
10. All fencing shall be installed with the graded side of the vertical slats/pickets facing out to adjoining properties (i.e. the neighbor shall have the better of the two views), with a minimum setback of 10' from any road/street/sidewalk.
11. All submittals must meet guidelines in the Town of Cary Land Development Ordinance.

#### J. Decks and Patios

1. The board encourages creative designs and patterns for decks and patios, particularly in replacement of existing building supplied components. There are no predetermined styles in this document for decks and patios.
2. Deck Materials
  - a. Deck materials are generally pressure treated wood or composite decking.
  - b. Posts may be made of brick, pressure treated pine or other suitable material
3. Patio Materials
  - a. Concrete slabs, smooth finish or with exposed aggregate. Must be screened with landscape. Include a landscape plan in request.
  - b. Bricks, with sand fill or grout.
  - c. Stone, with sand fill or grout.
4. Height of decks, arbors and screens
  - a. Decks should be a reasonable height for their intended purpose.
  - b. Arbors should be no higher than eight feet above the deck surface.
  - c. Freestanding deck screen (e.g. lattice) shall not exceed eight feet in height.
5. Location
  - a. Patios should be located behind the house, but may extend beyond & around corners, or be freestanding in other areas of the backyard.
  - b. Decks shall not exceed outward beyond the rear corners of the building line.

#### K. Enclosures (screened in porch, sun rooms, etc.)

1. Similar to other structures, enclosures should be designed and constructed for aesthetic compatibility and preservation.
2. All associated permitting, etc., will be the responsibility of the homeowner(s).

#### L. Exterior Material and Colors

1. Periodic repainting and staining with the existing color for maintenance does not require submittal.
2. Submittals are required for any/all changes in original exterior materials of a structure.
3. Installation of vinyl siding is prohibited.
4. Painting of brick is permissible with ARC approval; colors are limited to whites, cream and soft/light gray.
5. Color changes/colors:
  - a. Keep all colors low in intensity (chroma, i.e. saturation, intensity and vividness)
  - b. Color changes from original require submission of the ARC
    - i. With color change requests, please provide paint manufacturer name and number. Note that actual color swatches may be requested.
  - c. In choosing a traditional "three color" scheme, use of tints of the same color for two of the "colors" plus an additional color for accent color is preferred.

## VI. Violations and Picardy Pointe HOA Remedies

The Board of Directors, as necessary, will handle violations. There are essentially three (3) types of violations that must be dealt with by the Picardy Pointe HOA:

1. Implementing a modification without approval of a properly completed submittal.
2. Deviation or noncompliance with an approved submittal.
3. Unsightly condition of property.

After all reasonable attempts have been made to resolve a violation; the BOD may enforce the Covenants and Guidelines through legal action.

## VII. Appendices

**Appendix A** – Mailbox Standards

**Appendix B** – Architectural Review Submittal Form

### Appendix – A

#### Picardy Pointe Mailbox Standards: Guidelines and Requirements

The following page lists the only currently approved mailbox post for the neighborhood.

Only the approved post listed here is allowed for replacement of mailbox posts. Please make sure you or your installer conforms exactly to the requirements for installation of the posts and the location, size and type of numbers (NOTE: Homeowner is free to use any post supplier they wish as long as the post meets these exact standards)..

- All posts are to be painted WHITE.
- The proper mailbox size is a MEDIUM know as “1-1/2 C” or “T2”
- Residents are encouraged to change to the MEDIUM size as soon as possible but are not required to do so if their small box is in good condition.

Note: the Mayne Newport Plus post is now available on Amazon. It is no longer available at Home Depot (as of 11/1/24).

Tools & Home Improvement › Hardware › Mailboxes & Accessories › Mailbox Accessories & Hardware › Mailbox Posts



#### Mayne 5813-W Newport Plus Mail Post, 25x8, White

[Visit the Mayne Store](#)

4.3 ★★★★★ 822 ratings

200+ bought in past month

**-35%** \$114<sup>98</sup>

List Price: \$176.99

Or \$38.33 mo (3 mo). Select from 2 plans

FREE Returns

Save up to 1% with business pricing. Sign up for a free Amazon Business account

Get a \$200 Gift Card: Pay \$0.00 \$114.98 upon approval for Prime Visa. No annual fee.

May be available at a lower price from other sellers, potentially without free Prime shipping.

Color: White

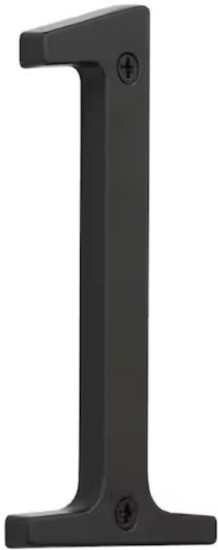
**Mailbox numbers must be Home Depot Everbilt 4-inch flush mount metal (Black), centered in the side panel recess with a 1" spacing between the numbers.**

Please make sure that installation of the post, the mailbox and the numbers meet these approved guidelines to avoid having to make any future changes once installed. If you have any questions, please call RS Fincher at 919-362-1460.

Everbilt

## 4 in. Black Flush Mount Metal House Number 1

★★★★★ (1090) ∨ Questions & Answers (36)



<https://www.homedepot.com/p/Everbilt-4-in-Black-Flush-Mount-Metal-House-Number-1-30016/303974681#overlay>

## Appendix B – Architectural Review Form

**Homeowners:** please complete the Architectural Review Form below, include attachments and submit to RS Fincher via mail or email at: [Christina.sicoli@rsfincher.com](mailto:Christina.sicoli@rsfincher.com).

*\* The ARC will review the submittal within approximately 30 days from the date the completed form is received by the Property Management Company. All information below must be provided in a clear and legible format.*

Name:  
Address:  
Project Start Date:  
Signature:

Phone:  
Lot Number:  
Completion Date:  
Notify by Phone:      Yes ☐    No ☐

Date:

The following must be completed before this request is submitted to the Property Management Company for review by the Architectural Review Committee. Give an accurate description of the work proposed. Include materials, colors, preservation techniques, structural details, similarities to existing structures and anything else that may help describe the appearance of the completed work. Attach additional sheets as necessary.

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Attach a “top down” view. This is best accomplished by making a copy of your lot survey and marking your proposed changes in colored pen or marker.

1. Attach as many elevations (side views) of the proposed work as necessary to accurately describe it to the ARC.
2. Have each Homeowner whose land is adjacent to yours or that which would reasonably view the improvement from their property, sign the form below.

Note to adjacent/viewing Homeowners: your signature indicates that you have seen this proposal only and *does not necessarily indicate your approval*. If you disagree with the proposal or have any concerns, you should personally notify the ARC, orally or in writing, of your concerns. If you wish to be notified of the ARC decision, please include your phone number under the notify section below.

| <u>Signature</u> | <u>Name</u> | <u>Address</u> | <u>Notify?</u> |
|------------------|-------------|----------------|----------------|
|------------------|-------------|----------------|----------------|

|       |       |       |       |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

3. Submit the completed form to the Property Management Company and allow at least thirty days for approval by the ARC.

|                  |                        |               |
|------------------|------------------------|---------------|
| Office Use Only: | Date Received _____    | Initial _____ |
|                  | Date sent to ARC _____ | Initial _____ |
|                  | Response Date _____    | Initial _____ |