DATE SENT _____
DATE RECEIVED _____

Elite Management Professionals, Inc.
4112 Blue Ridge Road Suite 100
Raleigh, North Carolina 27612
Phone (919) 233-7660 ~ Fax (919) 233-7661
Submit to: masseypreserve@elite-mgmt.com
Please place the following in your subject line: ARC – Then your address. For example: ARC – 123 Main Street.

ARCHITECTURAL REQUEST FORM

ASSOCIATION NAME: **Massey Preserve**

Please complete this form in its entirety and submit to Elite Management Professionals, Inc. for consideration at the next Board meeting.

_____ _____
Property Owner's Name Request Date

_____ _____ **Raleigh NC 27616**
Property Lot # Property Street Address City/State/Zip Code

_____ _____ _____
Home Phone # Work Phone # Email Address

_____
Anticipated Project Completion Date

Do you agree to replace and/or repair at your sole expense any damages to any common areas and personal residence areas including, but not limited to grass, walking areas, trees, buildings, roads, etc. as a result of making the approved modifications? Yes _____ (please initial)

Upon transfer of ownership of subject property, do you agree to inform the new owner of any maintenance agreements that have been set up prior to the transfer? Yes _____ (please initial)

You may be required to get a Registered Deed listing for this Architectural Change and the future maintenance responsibility for the change at your cost. This may be required for final approval of applications.

1. Please supply a narrative description of the proposed modification and include the modification's similarity to existing structures or features as appropriate. Please use a separate sheet of paper if necessary.

2) In the case of an addition or alteration to the exterior of your home, please indicate dimensions, heights and colors and a description of the materials to be used. **Attach a copy of your plot plan and indicate the location of the proposed exterior design change on your lot in relation to the house and other existing structures.** Also attach any sketches, specifications, professionally prepared and sealed plans, pictures,

paint charts, or any other information that will assist in reviewing this application. Please use a separate sheet of paper.

3) All construction, building, improvements, and other work shall be done in a good and workmanlike manner with good quality materials and components 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 Raleigh, NC, shall be corrected upon request of the Association. Such corrections must be performed within thirty days of written notice from the Association or its duly appointed representative.

4) A permit and inspection by the applicable municipality may be required.

When the committee reviews this request, your neighbors have a right to comment and present views about your requested modifications. Please obtain signatures from all property owners having common lot lines with your property, and all property owners who would reasonably view the improvements from their property. Please use a separate sheet of paper if necessary.

I acknowledge that the requesting property owner has shown (me/us) the details of the proposed improvement described on this form and that (my/our) signature represents only (my/our) awareness of the request. I understand that (I/we) may make verbal or written comments directly to the Architectural Review Committee.

NAME	SIGNATURE	ADDRESS	PHONE #

_____ _____

Property Owner's Signature Date

NOTE: Should the Architectural Committee deny your request, you may appeal to your Board of Directors in writing. Submit your appeal to Massey Preserve HOA via email masseypreserve@elite-mgmt.com so that it can be reviewed by the Board of Directors at their next scheduled meeting.

YOU REQUEST HAS BEEN:

APPROVED _____
CONDITIONALLY APPROVAL _____
DENIED ____

Comments: _____

_____

_____

_____ _____

Signed for the Committee **Date**