

**Lake Village Homeowners Association, Inc.  
Architectural Review Committee  
Exterior Change Application**

Date submitted: \_\_\_\_\_

Brief Title of Proposed Work: \_\_\_\_\_

Homeowner(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**1. Please ensure you have included everything necessary for ARC review.**

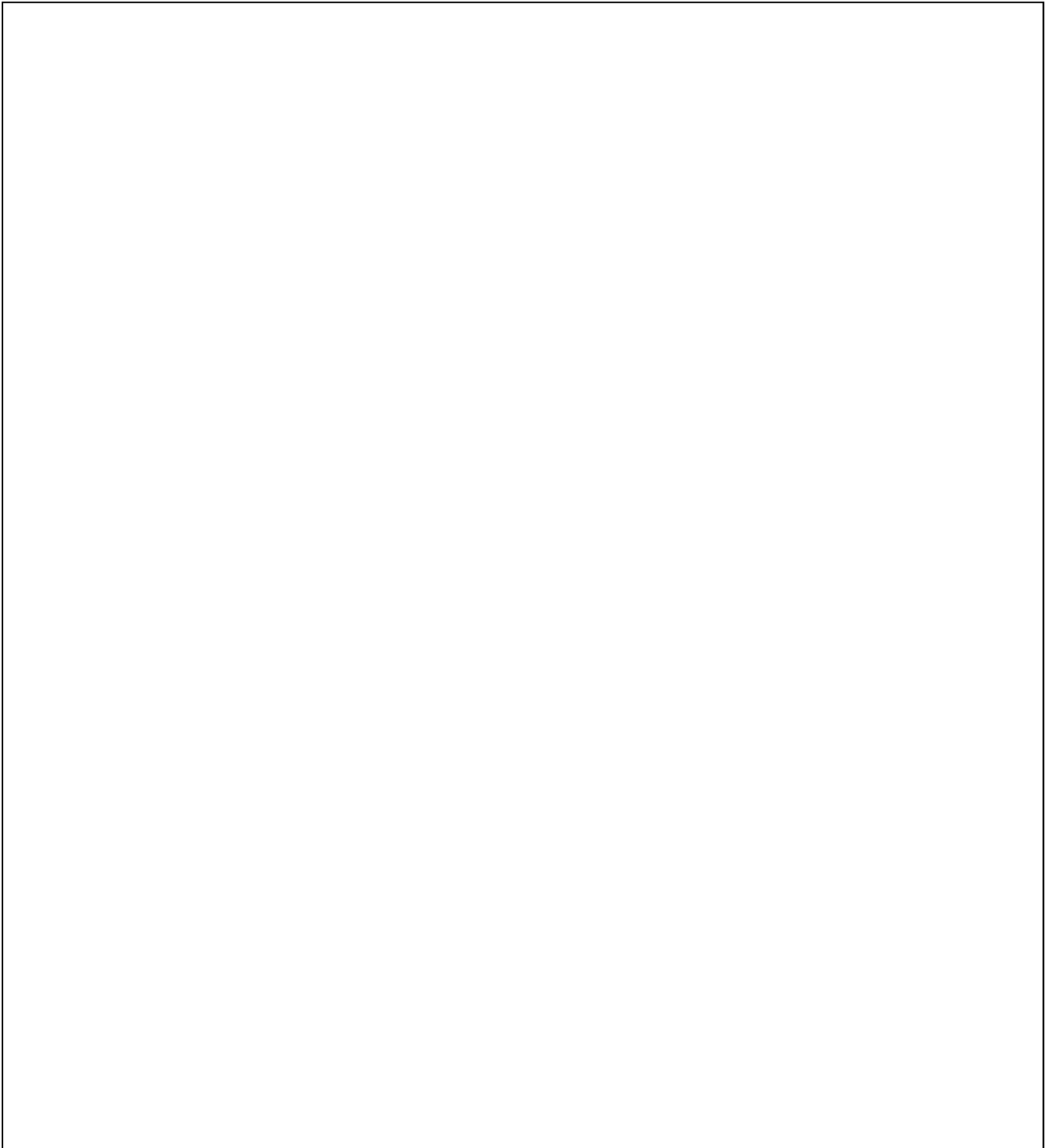
- Note that any work/upgrade/replacement you are submitting here that will be seen on the outside of your unit is subject to the approval of the Lake Village Townes Architectural Review Committee (ARC).
  - LV HOA Board approval must be obtained **BEFORE** any work can begin. Plan ahead!
  - Activities subject to approval include: upgrading/installing/altering a patio, deck, or porch; installing a screen or storm door; changing windows; changing or installing additional exterior light fixtures; attaching any decorative item to the exterior of the unit (flag pole holder, decorative signs etc), erecting any structure in the back such as a plant box; planting any trees; or planting flowers/shrubs/etc. not in a dedicated flower bed at the back of the unit.
  - In general, changes that are **NOT ALLOWED** include installation of fences, changing the color of the door or building exterior, any roof work, or planting any personal plants in the front or side of the unit.
  - If you are not sure if you need ARC approval, please email Jennifer Macallister our CAS Management Representative at [jennifer@casnc.com](mailto:jennifer@casnc.com)
- **Missing information is the single most common reason for requests being denied an initial submission.** The approval process will begin after all required information and supporting documents have been submitted to the Architectural Review Committee.
- If the application is incomplete, Jennifer Macallister of CAS will notify the applicant. The application will not be considered until receipt of all required materials.

**2. Include the following:**

- This form, fully completed (4 pages).
- Detailed plans to show the following, **as appropriate**: plot plan, exterior elevations, exterior materials and finishes, and such other information as may be needed to completely describe the character and dimensions of the modifications. Manufacturer images or product brochures are required for doors, windows, exterior light fixtures, etc. are required.
- Plat (plan view of lot), **if applicable**, showing the location of existing structures and

landscaping with dimensions, as well as the proposed changes also with dimensions. The proposed changes may be hand-drawn on the plat.

3. **DETAILED DESCRIPTION OF PROPOSED PLAN** (attach additional sheet as needed) In accordance with the Declaration of Covenants, Conditions, and Restrictions for this Community, application is hereby made for review and approval of the following described modifications:



4. **Applying Homeowner:** You are required to inform all abutting neighbors of the proposed changes, and any neighbors who might reasonably view the changes from their home. Please note that you are not getting their permission but you are required to inform them of your anticipated change. *You must obtain all relevant neighbor signatures for this form to be complete and ready for review. THE ONLY EXCEPTION to this requirement is if the application is for an exact replacement with an IDENTICAL item (window, door, light fixture, etc.).*
- **Neighbors:** By signing below, you are acknowledging that you have been informed of this proposal for an architectural change by your neighbor. Your signature does not signify your approval or disapproval of the proposed project. You may, if you wish, appear before the Architectural Review Committee to express your opinions about this project when it is reviewed by the committee. If you would like to be notified of when the committee will meet to review this proposed project, please provide a phone number or email address in the contact information box below.

Street Address	Neighboring Homeowner	Signature	Notify? (Y/N)	Contact Information

**5. Property Owner(s):**

As the property owner, I have reviewed and understand the protective covenants as well as the architectural guidelines contained in the Lake Village Townes Handbook as they pertain to my requested change(s). I hereby grant permission to representatives of the Lake Village Townes Homeowners' Association to enter upon my property for the purpose of reviewing the proposed changes requested herein, monitoring progress, and/or verifying completion. *I understand that:*

- *This project is not approved until I have been notified of the ARC review outcome by mail and/or email.*
- *If approved, it is my responsibility to obtain all necessary and applicable building permits and governmental (city, county, etc.) approvals before proceeding.*
- *If approved, I am responsible for ensuring the structural integrity of structures being constructed as part of this project.*
- *If approved, I am responsible for any damages caused to others during the completion of this project.*
- *If approved, I am responsible for completing this project in a timely manner and adhering to the changes proposed in this application and will not deviate from the proposal put forth in this application without prior approval from the ARC.*

- *It is hereby understood and agreed that approval of this application by the Architectural Committee does not constitute compliance with applicable North Carolina law and/or County ordinances.*
- *All permits must be applied for and posted as required-*

\_\_\_\_\_ Date

Homeowner Signature(s)

\_\_\_\_\_ Date

Homeowner Signature(s)

**6. Submit one (1) copy of this application AND ALL SUPPORTING DOCUMENTS by email, fax or U.S. mail to:**

Jennifer Macallister  
 c/o CAS Inc.  
 5915 Farrington Rd., Suite 104  
 Chapel Hill, NC 27517

Below information is for CAS office use:

CAS Inc. 5915 Farrington Rd., Ste 104 Chapel Hill, NC 27517	For office use only	
	Approved	Date
	Not Approved	Date
	Approved as noted below	Date
NOTES:		