

Architectural Change Request Windsor Oaks Homeowners Association

Name _____

Address _____

City/State/Zip _____

Phone(s) H: _____ W: _____

Date Submitted _____ Date Received by ARC _____

In accordance with the Windsor Oaks Homeowners Association (WOHA) Covenants and Architecture and Use Standards I request approval to make the following changes, alterations, renovations, additions and/or removals to my property:

Is this an amendment to a previous request? _____ if yes, approximate date of previous request: _____ I understand that under the WOHA Architecture and Use Standards the committee will act on this request within 30 days and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the association.
2. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
3. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
4. I understand and agree that the WOHA, its board of directors, and the committee have no responsibility with respect to such compliance and that the board of directors' or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.
5. I agree to comply with all Town of Cary, Wake County, and State of NC laws and to obtain all necessary permits. I understand that in addition to review, approval, and adoption by the ARC, the Town of Cary may require permits and inspections of the improvements. I am proposing to insure compliance with city zoning codes. Further, I understand that it is my responsibility to determine if my proposed improvement does require a permit and/or inspection and to obtain such as needed (at the minimum, permits and inspections are required for additions, detached storage sheds and fences).
6. I understand that should the application not be complete in order to determine approval or disapproval, the ARC will disapprove the application and return it to the owner with a statement for the disapproval.

7. I agree to full financial responsibility of structure, installation, and on-going maintenance.
8. I agree to pay and repair for any damages done to the common areas during and after construction.

Owner also agrees to indemnify and hold harmless the association members, property managers, and agents of and from any and all claims, demands, losses, causes of action, damage, lawsuits, judgments, including attorneys' fees and costs, arising out of or relating to the work of Contractor or alteration/item changed/created in the common area pertaining to this request.

Licensed contractor? _____ Yes _____ No

Contractor Name and Phone _____

The ARC will notify you, in writing, with an approval or non-approval. Please schedule any contractors accordingly. Should the ARC deny your request, you may appeal the decision in person to the Board of Directors.

The Architectural Review Committee reserves the right to inspect your change within 30 days after the completion of construction to verify that you have made changes according to the submitted change form/document.

The approval of the common area change shall require the affirmative vote of a majority of the regular members of the ARC.

Owner Signature _____

Owner printed name _____

Architectural Change Request Instructions

Please provide as much information as possible so a decision can be made. All change requests will be responded to in writing and, unless otherwise stated in the documents for your community, a decision will be made within 30 days.

1. Provide an accurate description of the proposed architectural change or project.
2. Provide a plat (map survey) of entire lot.
3. Provide copies of permits required.
4. Provide a complete set of construction plans; Front-Side-Rear

Also provide any materials, colors, preservation techniques, and structural details, similarities to existing structures within the community, measurements, and any other information that will accurately describe the appearance of the change when complete. Include color samples and/or paint chips for exterior color change requests.

5. Provide a “birds-eye” view of the property and identify the proposed changes. This can be done by including a lot survey or hand drawn diagram and marking the proposed changes in colored pen or marker.
6. Provide as many views of the proposed project as necessary to accurately describe it and present it to the board of directors or architectural committee.
7. Have each owner of neighboring/adjacent lots or any owner who would reasonably be able to view your proposed change from their property sign below. ***Note to homeowners: Your signature below indicates that you have seen this proposal and agree to the change being completed as submitted. If you disagree with the proposed change or have concerns you wish to be known, please discuss with your neighbor and try to resolve them or submit your concerns to us in writing. All architectural change request decisions will be made by the Board of Directors for your community.***

Name & Address

Signature & Date
