

**MAPLE RIDGE HOMEOWNERS ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE
SUBMISSION PROCEDURE POLICY**

THE PURPOSE OF THE ARCHITECTURAL CONTROL COMMITTEE and of these policies is three-fold:

1. To assure that any modifications to the townhomes, structures and grounds in the community are in conformity with all applicable Association, Board and ACC rules, policies and guidelines;
2. To assure homeowners seeking to make modifications that proposed modifications will be in conformity with those same rules, policies and guidelines; and
3. To protect homeowners who make modifications from the expense of having to bring non-conforming modifications into conformity.

WHEN TO SUBMIT AN ARCHITECTURAL MODIFICATION REQUEST FORM

An Architectural Modification Request form must be submitted **prior to any modifications**. Property modifications include, but are not limited to:

1. Deck and patio installation or modification
2. Satellite dish installation
3. Any permanent fixture attached to the home; i.e. patio covers, motion sensors for lights, window boxes.
4. Replacement of windows, entrance doors, or storm doors.
5. Paint color change, if desired, applies to townhome owners on Heathridge Terrace, Little Grantland, and Glen Raven Court, and single family homeowners; and may be changed only at the time of scheduled paint rotations.

Note: It is the homeowner's responsibility to assure that he or she has an approved ACC Request prior to beginning any modifications. If the homeowner is in doubt as to whether or not a request is required, that homeowner is strongly urged to submit one to assure that his or her intended modifications are in conformity.

HOW TO SUBMIT AN ARCHITECTURAL MODIFICATION REQUEST FORM

1. Download a copy of the **Architectural Modification Request** form from Lambeth Management website (www.lambethmanagement.com), or request a copy from Lambeth Management by calling 336-288-4944.
2. Complete the form, including any appropriate drawings, sketches, specifications, etc.
3. Submit the form to Lambeth Management via fax (336-869-7268) or U. S. Mail.
4. Upon submission, Lambeth Management will review and forward the form to the ACC for their review and response within thirty (30) days. The applicant will be notified of approval or disapproval via email or U. S. Mail, (based upon notification preference).
5. In the event that an applicant has not received an approval or disapproval notification within thirty (30) days of submission, contact Lambeth Management for status of request if notification has not been received.
6. **Under no circumstances may work commence without written approval from the Architectural Control Committee.**

Note: ACC approval of a proposed modification does not alleviate the requirement to obtain building permits or other approvals from the City of Greensboro or other agencies. **It is the responsibility of the homeowner making modifications to ensure all required permits and approvals have been obtained.**

COSTS AND EXPENSES

Installation Costs and Expenses: All costs associated with any property modifications made or caused to be made by a homeowner whether completed with or without an ACC approval, is solely the responsibility of the homeowner. This includes costs to repair damage to common property or grounds that is caused by the homeowner, contractor, or any other person in conjunction with making the modification, and the costs to remove or bring into conformance any non-conforming modifications.

On-going Maintenance Costs and Expenses: The costs for the on-going or annual maintenance of any property modification made or caused to be made by a homeowner, whether completed with or without ACC approval, is solely the responsibility of that homeowner. Where certain services are provided by an Association contractor, such as pruning or mulching by a landscaper, the homeowner may be billed for that portion of the contractor's fees related to maintaining the modification.

For **any type** of change or modification to your unit, please complete the **Architectural Modification Request** form that can be found on the Lambeth Management website at www.lambethmanagement.com under the Maple Ridge listing.