

# Instructions for Submitting an Architectural Request

**It is not required to submit to the Association copies of the Contractor's Liability Insurance, Workers Comp Insurance or Contractor's License #. We do encourage you to request your contractor to show you proof of these items for your protection.**

**In order to submit a request for architectural changes you must adhere to the following instructions.**

1. Fill out the attached **"Request for Architectural Approval and Application and Review Forms."** Please include all the requested information including but not limited to; location, size, color, building material, exterior finish, dimensions, utilities, and types of plants and quantities to be used.

Include with your request a copy of your **Plat Map or Lot Survey.** You should have received this document at your closing. Guilford County Plat maps may be found online at [www.co.guilford.nc.us/services/index.php](http://www.co.guilford.nc.us/services/index.php) - your plat book and page numbers may be found on your deed. Please draw the location of the proposed item directly on the map.

2. You must also include a **brochure, photo, picture or drawing** of what the project will look like when it is complete.
3. **You must notify the association upon completion of the project.**
4. Homeowners who wish to install new windows or doors must abide by the following guidelines:
  - a. All window replacements must be approved by the architectural committee.
  - b. The architectural form must be submitted and approved **before** windows or doors are installed.
  - c. White replacement windows are acceptable. Colors will be considered, but must be submitted to the architectural committee for review and approval.
  - d. **Window replacements no longer require colonial style grids. If a homeowner opts to have grids they must be colonial style.**
  - e. **The storm door must be full view glass**
5. Electronic signatures are accepted and electronic versions of all requested items are preferred.

**Your request cannot be processed without all of the above information included.**

**Incomplete requests will be returned to the homeowner for completion before being submitted to the committee.**

**THE ARCHITECTURAL CONTROL COMMITTEE WILL PROVIDE A WRITTEN RESPONSE TO YOUR REQUEST WITHIN 30 DAYS OF THEIR RECEIPT OF ALL COMPLETED PAPERWORK.**

**NO PROJECT CAN BEGIN WITHOUT WRITTEN APPROVAL FROM THE ARCHITECTURAL CONTROL COMMITTEE. APPROVAL IS VALID FOR 6 MONTHS.**

**ALL MATERIALS SHOULD BE FORWARDED TO:** Lambeth Management and Realty, Attn: Tiffany Hanlon, P. O. Box 8071, Greensboro, NC 27419 or emailed to [Tiffany.Lmgmt@gmail.com](mailto:Tiffany.Lmgmt@gmail.com)

# ORM REQUEST FOR ARCHITECTURAL MODIFICATION

HOMEOWNER NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE #'s Daytime: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

**The Architectural Control Committee will provide a written response within 30 days of their receipt of all the completed paperwork.**

**Please wait for written approval before starting any projects.**

TYPE OF MODIFICATION:

ADDITION       FENCE       DECK/PATIO       WINDOW OR DOOR REPLACEMENT

OTHER: \_\_\_\_\_

LANDSCAPE MODIFICATION (PLEASE DESCRIBE) \_\_\_\_\_

**IMPORTANT: PLEASE ATTACH A DETAILED DESCRIPTION OF IMPROVEMENTS/MODIFICATIONS. INCLUDE THE FOLLOWING INFORMATION, IF APPLICABLE, AS WELL AS A PLAT MAP SHOWING LOCATION OF MODIFICATION:**

- |  |   |
|--|---|
| 1. Location                              | 7. Plans/Drawings/Photo/Brochure  |
| 2. Size                                  | 8. Roof Design  |
| 3. Color                                 | 9. Exterior Finish  |
| 4. Material                              | 10. Dimensions  |
| 5. Contractor                            | 11. Utilities   |
| 6. Plat Map, with proposed changes shown | 12. Types of plants, quantities, addition or removal, Existing or new plant bed, edge treatment |

WHAT IS YOUR ESTIMATED START DATE?: \_\_\_\_\_

WHAT IS YOUR ESTIMATED COMPLETION DATE?: \_\_\_\_\_

**THE COMMITTEE RESERVES THE RIGHT TO REQUEST MORE INFORMATION TO CLARIFY THE REQUEST, REQUESTS FOR MULTIPLE CHANGES SHOULD BE SUBMITTED SEPARATELY.**

\_\_\_\_\_  
Signature of Homeowner(s)

**\*\* NOTE: Homeowner is responsible to assure all municipal approvals are received and that all municipal regulations and codes as well as the HOA Covenants & Restrictions are adhered to. Homeowner is responsible for any drainage areas affected by any modifications.**

**APPLICATION AND REVIEW FORM**  
**FOR ARCHITECTURAL IMPROVEMENT OR EXTERIOR CHANGE**  
**HOLD HARMLESS ACKNOWLEDGEMENT**

There shall be no liability on the Board of Directors, the Architectural Control Committee (hereafter referred to as the ACC), or any authorized committee representative of the Association for any loss, damage or injury arising out of, or in any way connected with, the performance of the duties of the ACC.

I agree to hold harmless the Board of Directors and/or ACC in their review of any matter submitted to such Committee.

Neither the ACC nor the Board of Directors is responsible for passing on safety, whether structural or otherwise, on conformance with building codes or other governmental laws and regulations, nor shall any such Committee's approval of an improvement of property be deemed approval of such matters.

**OTHER CONDITIONS:**

1. I will pay for and secure any/all licenses and permits as may be required by law and will not start on the improvement until I have obtained all required approvals and permits. Approval of the improvement or change by the Association **DOES NOT** constitute approval by local governmental entities, including but not limited to the local building or zoning departments, drainage design, or structural soundness.
2. I will be responsible for future maintenance and repairs of the improvement or change. The Association will **NOT** maintain the improvement or change, nor will the Association be responsible for repairing any damage to the improvement or change, nor any damage caused by a result of the improvement or change. In the event the construction of the requested improvement or change causes damage to any other property within the community, I will bear the full responsibility for that damage.
3. I will be responsible for immediate, proper disposal of any/all trash, debris, material, etc. generated as a result of the work.
4. All applications, denied or approved, are further subject to the Association governing documents: Declaration of Covenants, Conditions and Restrictions, By-Laws and Articles of Incorporation. Any improvement which, although mistakenly approved by the ACC and/or Board of Directors, is in contravention of a provision of the Declaration, Rules and Regulations or any governmental code, regulation, statute or ordinance is deemed denied regardless of the consent previously given and such consent shall not be a waiver of the Association's right to enforce said covenant, rule or regulation as if the request for the improvement had been denied.
5. Should the Association require an inspection of the completed project, I authorize entry onto my property for an exterior inspection.
6. I will be responsible for the Association's reasonable attorney fees and costs related to my failure to obtain approval or to properly complete the improvement regardless of whether my request or application is later approved.
7. The Association may request additional information relating to my improvement prior to approving this request and/or prior to the completion of the improvement and I will immediately comply with any such request(s). Failure to comply shall result in the withdrawal of the ACC approval, if previously granted and waiver of any time limits imposed upon the Association.
8. If the improvements as built or completed do not conform to the improvements as approved by the ACC, upon written request of the HOA I will at my own expense and cost promptly restore the property to substantially the same condition as existed prior to commencement of the improvement.

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Signature of Homeowner(s)

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Date Submitted

**This application must be signed both here and on page 2 to be considered**