



Architectural & Landscaping Request Form – Saddle Brook HOA

Date Submitted: _____ Name of Homeowner: _____

Address: _____

Phone: (H) _____ (W) _____ (C) _____ Email: _____

Per the governing documents of the Association, all exterior improvements must be pre-approved by the ARC. No work may be commenced until the homeowner receives final approval in writing. The ARC and/or the Board of Directors reserve the right to inspect the modification after the work is completed to insure it was completed as approved. Please consult the governing documents of our Association to insure that the requested improvement complies with the guidelines of our neighborhood. Dues/assessments must be current.

TYPE OF IMPROVEMENT: ARCHITECTURAL LANDSCAPING

*A separate request form is required for each type of improvement. **If requesting that a dead HOA shrub/tree be replaced, mark the Replace HOA shrub/tree line below and submit form.

Replace HOA shrub/tree Addition Fence Exterior Painting Deck Patio

Storm Door Pergola Porch Awning Gazebo Plantings Add or expand Natural Area

Add border Sod Lawn _____ Other (Specify)

PLEASE FILL OUT A DETAILED DESCRIPTION OF THE PROPOSED IMPROVEMENT:

Please be sure to include all available details as applicable, i.e. (1) Copy or sketch of the plat map of your address showing proposed changes in relation to the building, landscaping, and property lines (2) Photos/pictures of samples of structure/improvement plan if applicable (Example: a brochure of a fence type) (3) Detailed plans or drawings including 3 views (front, side, top); must show architectural detail (4) Landscaping details (types of plants, quantities, additions, removals)

Size/Dimensions: _____ Color: _____

Material: _____

Exterior Finish: _____ Roof Design: _____

Contractor Name, Address, Phone # (if applicable) _____

Will the change affect the grade of your lot or your neighbor's lot? _____

The ARC reserves the right to request additional information for clarification purposes. Incomplete applications will be returned and will not be considered until all required information is provided to the ARC. I understand approval by the ARC does not constitute approval of local City/County building departments and that a building permit or other permits may be required. I agree to complete all proposed improvements promptly or within 6 months of approval date.

Estimated Start Date (Please allow 30 days for ARC decision): _____ Estimated Completion Date: _____

Signature: _____ Date: _____

Please mail to Tiffany Hanlon at Lambeth Management, P.O. Box 8071, Greensboro, NC 27419, or send via fax to (336) 464-2576, or email: Tiffany.Lmgmt@gmail.com.

ARC/BOD ACTION:

Date Received: _____ Date to ARC: _____ Approval/Denial Date: _____

Approved By: _____

Reason for Denial (if applicable): _____