

## OUTLINE SPECIFICATIONS FOR REQUESTED

### MODIFICATIONS TO EXTERIOR OF RESIDENCE – ARCHITECTURAL CONTROL

(To be completed and attached to all written requests. Submit three (3) copies of all documents.)

REQUESTED BY: \_\_\_\_\_

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

EMAIL: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

Please complete the following by answering **all** of the questions and statements.

1. Please give a written description of your requested modifications including purpose and use.
2. Please render a sketch of requested modifications, as they will appear upon completion. Please locate exactly where modifications will be in relation to your residence. Indicate all dimensions of modifications (height from ground, length, depth, etc.). Use separate sheet if necessary.
3. Please list the type of materials to be used in modifications. Indicate anticipated life expectancy, maintenance requirements and colors.
4. Please give cost or estimated cost to complete modification: \$ \_\_\_\_\_
5. Date the work will begin: \_\_\_\_\_ Date to be completed: \_\_\_\_\_
6. Will you have any material, trucks, machinery, labor transported across any common areas other than the roadway?
7. Will you employ a building contractor to do your work? \_\_\_\_\_ Will the contractor have liability and builder's risk insurance? \_\_\_\_\_
8. Will you be storing materials at the job for more than a weeks? \_\_\_\_\_
9. Will you obtain a building permit? \_\_\_\_\_
10. Do you hereby agree to replace and/or repair, at your expense, any damages to common areas, personal residence areas, including grass, walk stones, trees, buildings, roads, etc. as a result of your making approved modifications? Upon completion of construction or modifications, the Board will inspect the work for damage to the common area. If damage exists, the Association will repair the damages and the undersigned will be billed for same. Initial here: \_\_\_\_\_

# Whitehall Community Services Inc Homeowners Association

3700 National Drive  
Suite 203  
Raleigh, NC. 27612  
919-790-8000 Tel.  
919-790-5824 Fax

11. Do you hereby agree to be responsible for cleanup of any materials, trash, debris, during and upon completion of modifications if this request is approved? Upon completion of construction or modifications, the Board will inspect the work for damage to common area. If damages exist, the Association will repair the damages and the undersigned will be billed for same. **Initial here:** \_\_\_\_\_
12. Do you understand that the application is not deemed “filed” until reviewed by the Board at a regular meeting and no approval is implied until specific written approval or modification is issued by the Board? **Initial Here:** \_\_\_\_\_
13. Please attach a list of contractors you may be or are using for this job.
14. Owner installed fences: Do you understand, the maintenance and upkeep of the fence and the area inside the fence will be an owner responsibility and that responsibility will transfer with the property with any and all ownership change. **Initial Here** \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Received by the Architectural Committee: \_\_\_\_\_

Approved: \_\_\_\_\_ Rejected: \_\_\_\_\_

Chairperson Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Inspections: \_\_\_\_\_

Date Copy Returned to Homeowner: \_\_\_\_\_

**Send completed forms and all necessary/required information to:**

**Gloria Nelson**

**3700 National Drive, Suite 203**

**Raleigh, NC 27612**

**[gnelson@sentrymgt.com](mailto:gnelson@sentrymgt.com)**

**919-790-8000 ext 103**