

Centennial Commons HOA

Architectural Control Committee (ACC)

ARCHITECTURAL MODIFICATION REQUEST FORM

centennialcommoner@yahoo.com

Owner (Applicant): _____

Property Address: _____

Mailing Address (if different than above): _____

Phone Numbers: (h) _____ (w) _____ (c) _____

E-mail Address: _____

GENERAL DESCRIPTION OF PROPOSED WORK

Anticipated Start Date: _____ Anticipated Completion Date: _____

Painting Doors & Windows Decks & Patios Screenings & Awnings

Landscaping Fencing Ponds and Spas Recreational Equipment

Roofing Additions Other

Owens Corning Driftwood Timberline Weathered wood Landmark Weathered wood Landmark Driftwood Other

Description of Project:

Please make sure you attached/included the following information as applicable to your project:

- A completed Architectural Modification Request Form (**Including signature below the Owner Acknowledgement notice on next page**)
- A description of the project, including height, width and depth, roofing materials, colors, etc.
- A complete materials list of the project, including paint samples and/or stain color
- A picture or drawing of the intended/existing project (sketches, clippings, catalog illustrations and other data or line to websites)
- A site plan showing the location of the house along with any other structures on your lot and the proposed structure (including dimensions from the property line or other structures)

Scan completed 2 Page Architectural Modification Request form and supporting documents to:

centennialcommoner@yahoo.com

DROP OFF AT: 2432 Centennial Hill Way

For HOA/ACC Use Only:

Date Submission Received: _____

APPROVED APPROVED W/STIPULATIONS DENIED DENIED-INSUFFICIENT INFORMATION

Stipulations: _____

ACC Signature: _____ Date: _____

ACC Signature: _____ Date: _____

Inspected to Approved Standard: Initials: _____ Date: _____

I understand:

- No work on this request shall commence until I have received approval of the ACC Committee.
- Any construction or alteration to the subject property prior to approval of the ACC is strictly prohibited. If I have commenced or completed any construction or alteration to the property and any part of this application is disapproved, I may be required to return the property to its original condition at MY OWN EXPENSE. If I refuse to do so and the HOA incurs any legal fees related to my construction and/or application, I will reimburse the HOA for all such legal expenses incurred.
- Any approval is contingent upon construction or alterations being completed in a neat and orderly manner
- There are architectural requirements covered by the Covenants and a board review process as established by the Board of Directors.
- All proposed improvements to the property must comply with city, county, state and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge
- Any variation from the original application must be resubmitted for approval
- If approved, said alteration must be maintained per the Declaration of Covenants for the HOA
- Any front tree removal requires the grinding of the tree stump
- This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration.
- I acknowledge and agree that the Committee and Association assume no liability resulting from the approval or disapproval of any plans submitted. The Committee and the Association assume no liability any make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. I agree to grant the Association accesses to property at any reasonable hour to inspect for compliance issues.
- It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. Your association, the ACC Committee and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.
- All improvements approved by the ACC must be started within one year from the date of approval. All work approved by the ACC shall be completed within 90 days of commencement. After completion, each request will be subject to approval by a member of the Board of Directors (BOD) or ACC for compliance.

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the ACC Committee. The ACC/BOD has permission to enter the property to make inspections, as they deem necessary.

Owner/Applicant Signature: _____ **Date:** _____

Co-Owner/Applicant Signature: _____ **Date:** _____

Informational Addendum:

APPLICATION: The Application must be accompanied with necessary documents, photos, drawings, brochures, and any other information necessary to present to the ACC. Property owners must sign the applications. **Modifications are not permitted to commence until the request as been approved by the ACC.**

REVIEW PROCESS: The standards for approval for approval of all requests shall include, but not limited to: (1) aesthetic consideration; (2) materials to be used; (3) compliance with the design standards adopted by the ACC; (4) harmony with the external design of the existing dwellings, lots and structures surrounding the dwelling; (5) any other matter deemed to be relevant by the ACC.

APPEALS: The association allows appeals of an ACC Commission decision. Appeals must be submitted in writing to the ACC/BOD in accordance with the associations governing documents.

The requirements for modifications can be found in its entirety on our webpage at www.centennialcommonshoa.org under Architectural Committee.

(rev 10-22)