

# Whitehall Community Services Inc Homeowners Association

Towne Properties  
PO Box 99149  
Raleigh, NC. 27624  
T: 919-878-8787  
F: 919-376-8800

## OUTLINE SPECIFICATIONS FOR REQUESTED

### MODIFICATIONS TO EXTERIOR OF RESIDENCE – ARCHITECTURAL CONTROL

(To be completed and attached to all written requests. Submit one (1) copy 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. I hereby agree to replace and/or repair, at my 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:** \_\_\_\_\_
11. I 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

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modifications, the Board will inspect the work for damage to common area. If damages exists, the Association will repair the damages and the undersigned will be billed for same. **Initial here:** \_\_\_\_\_

12. I 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. If I have been approved for a fence or deck, I agree to maintain the fenced in area, this includes but not limited to grass, trees, shrubs and leaves. I also agree to maintain the deck and rails to maintain appearance and safety at all times. The Board and/or Community Manager will make inspections from time to time. I understand that the HOA has the authority to maintain, should I fail to comply with maintenance and charges will be billed to me. **I the undersigned agree. Initial here** \_\_\_\_\_

15. Upon transfer of ownership of subject property, the responsibility of maintenance shall pass to the next owner and the undersigned hereby agrees to inform the new owner of the Maintenance Agreement prior to the transfer of the property. **Initial here:** \_\_\_\_\_.

Requesting Homeowner/s Signature: \_\_\_\_\_

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

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

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

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

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

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

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

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

## ARCHITECTURAL APPROVAL REQUEST

**THIS REQUEST IS APPROVED AND IS SUBJECT TO ANY AND ALL REQUIRED APPROVALS AND/OR PERMIT FROM THE CITY OF RALEIGH.**

Upon approval of the preceding request, the undersigned homeowner(s) hereby agree to maintain, and keep in good repair the addition, improvement, or alteration as described on Page 1, and shall bear the cost of all such maintenance and repairs.

A Maintenance Agreement will be signed by all parties involved and recorded as matter of public record at the Wake County Courthouse, as part of the deed associated with the unit. As such, the responsibility for said maintenance and repairs will transfer to any subsequent owner(s) of the unit. The fees for recording the Maintenance Agreement will be the responsibility of the homeowner(s).

The undersigned agrees that, if such maintenance and/or repairs are not performed in accordance with acceptable community standards, as determined by the Board, the Board has the option to rescind the approval. At that time, the Board will subsequently notify homeowner(s) of repairs required to the structure or alteration, and homeowner(s) shall have 30 days to complete such maintenance to the satisfaction of the Board. If such maintenance and/or repair has not been commenced and completed within 30 days, the Board may make or complete such repairs, at their discretion. The cost thereof shall be an additional assessment to the undersigned homeowner(s) unit, and shall be payable as determined by the Board. The Board is not required to provide the homeowner(s) with a cost estimate of said work, prior to proceeding.

Upon transfer of ownership of subject property, the responsibility of maintenance shall pass to the next owner and the undersigned hereby agrees to inform the new owner of the Maintenance Agreement prior to the transfer of the property.

\_\_\_\_\_  
Unit Number

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Acknowledgment Date

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Acknowledgment Date

**WITNESS:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Acknowledgment Date