

Architectural Review Request (Roof & Gutters)

In an effort to maintain property values, the Declaration of Covenants, Conditions and Restrictions require that exterior changes be approved by an Architectural Review Committee prior to commencing work. That evaluation addresses architectural harmony, color, location, minimum construction standards and use restrictions. Please consult the Declaration of Covenants, Conditions and Restrictions as well as the Policy Manual for additional information.

Owner Name: _____
Address: _____
Home Phone: _____
Other Phone: _____
Email Address: _____ (print clearly)
Project Start Date: _____
Project Completion Date: _____
If Applicable: Contractor Name _____
Contractor Phone: _____

Required Information:

- Complete Roof Replacement (if not complete, provide bird's eye view drawing showing areas to be replaced.)

Type of shingle being replaced and installed (i.e. 3 tab, architectural, other):

Manufacturer's name, shingle style, color.

Gutter Color Change Yes No
If yes, state existing/new color.

Note-gutters & downspouts must be same color.

- I understand that this project must not begin prior to my receipt of an approved response in writing from the Architectural Review Committee. Failure to adhere to this policy will result in fines and probable disapproval of the project. Partially completed disapproved projects must be returned to prior state at the homeowner's expense.
- I understand the committee is reviewing only the aesthetic aspects of the project. Likewise the committee does not endorse or review products and/or vendors.
- I understand the Architectural Review Committee has thirty days from the time the project plan is received to approve or disapprove this project. **An incomplete project plan will be returned and the thirty day period will not elapse.**
- I understand that this project must be completed by the above date and that failure to complete the project on time could result in fines or project cancellation.
- I understand that it is my responsibility to verify that all local building codes are adhered to. **I will obtain the necessary permits.**
- I understand that failure to follow this agreement, including project description, will cause my project to be disallowed and force the project to be removed at my expense.

Homeowner Name: _____

Homeowner Signature: _____ Date: _____