

SUMMER HILL FARM HOMEOWNER'S ASSOCIATION ARCHITECTURAL REQUEST



(Please fill in all items and supply all supporting data as requested.
Incomplete forms may cause delays in review of your application.)

Board/ ARC Committee has up to 30 days to approve

Property Owner's Name	Request Date	
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Community	Property Address	Lot #
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Home Phone	Daytime Phone	Email

If you have not done so, please review the Declaration of Covenants, Codes and Restrictions **before** submitting your request. If you have any questions, please contact Superior Association Management for verification. The intent of this request is to maintain consistency throughout the community and compliance with the community governing documents.

Type of Architectural Improvement

Fence Retaining Wall _____	Dog House/Run _____	Gazebo/ Shed _____	Arbor/ Overhang _____	Landscaping (bushes, treee, etc) _____	Greenhouse/ Sunroom _____
Deck/Patio _____	Swimming Pool/Spa _____	Driveway/ Walkway _____	Remodeling/ Addition _____	Other _____	Playscape _____

Materials to be Used

____ Wood	____ concrete	____ Stone	____ Stucco
____ Brick	____ Wrought Iron	____ Vinyl	____ Other

Additional Comments/Description:

Who will be doing the work?

Estimated Start Date	Estimated Completion Date
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This architectural request **MUST** be accompanied by the items listed below or your application will be **DENIED** and returned back to you:

1.) LAND SURVEY – showing your property lines of your land. You must use a surveyor’s land survey, which you received at closing. Please draw in the proposed addition. We must have measurements as it relates to your home, the property lines, and any easements which may apply. If covenants allow you may use your property lines dimensions from your local county’s GIS website if you do not have a land survey.

2.) PICTURE– You must provide a picture or brochure of what the improvement will look like. Paint or roofing samples may be required.

All submitted materials shall remain the property of the Association. You may wish to make a copy for your personal records. **The Board/Architectural Committee is allowed up to 30 days from the date of receipt to approve your request.**

Failure to include any of the required information will suspend the 30-day review period until all required information is received by the Association. If you have any questions before submitting please send them to **SUMMERHILLFARMARCREQUESTS@GMAIL.COM**
If a resident needs to resubmit their ARC request due to changes or alterations, the resubmission will allot up to 30 additional days for approval.

3) FINE- Per our covenants, Article IX Section 1, “Specifically, but without limitation, the Association shall have the authority, after notice and a hearing, to impose a fine up to \$100 per day for any violation of this Declaration, the Bylaws, Articles of Incorporation, or Rules and Regulations of the of the Association.”

4) DENIAL- Per our covenants, Article V Section 1 (b), “ The Committee shall have the absolute and exclusive right to refuse to approve any such Plans and specifications which are not suitable or desirable in the opinion of the Committee for any reason, including purely aesthetic reasons which in the sole and absolute discretion the Committee shall be deemed sufficient.” If the committee denies a request, it shall articulate its reason(s) for denial.”

HOMEOWNER ACKNOWLEDGEMENT

(Initial each statement. This ensures the HOA you have read and understood the acknowledgments.)

Understand

1. ... that my proposed improvement must comply with the Use Restrictions for the community as stated in the Declaration of Covenants, Codes and Restrictions. _____

2. ...that I am responsible for compliance with all building codes, safety requirements and governmental laws, regulations, codes and ordinances which will require you to obtain all building permits required by the city or county. _____

3. ...that I am responsible for replacing and/or repairing, at my sole expense, any damages to Association common areas as well as other homeowner residences, (i.e. grass, walking areas, trees, buildings, roads, etc.) as a result of making approved modifications. _____

5. ...that approval does not guarantee the structural adequacy, capacity or safety features of the proposed modification. _____

6. ...that approval does not guarantee the location of the proposed modification is free from possible hazards from flooding or any other possible hazard, whether caused by conditions occurring on or off the property. _____

7. ...that there are various easements within the community and on particular lots which have been granted to the city, county, utility companies or other parties requiring easements, and that no improvements or permanent structures shall be erected or maintained within or upon said easements. The easements are shown on the recorded plat and will be listed on the homeowner's title insurance at closing. _____

8. ...that submitting a request for architectural approval does not guarantee that any construction or exterior alteration undertaken by me *before* approval will be accepted. Homeowners may be required to restore the property to its former condition at his own expense if this application is disapproved, wholly or in part. _____

9. ...that any variation from the original application must be resubmitted for approval. _____

10. ...that members of the Architectural Control Committee are permitted to make a routine inspection. _____

11.that per our covenants, Article IX Section 1, "Specifically, but without limitation, the Association shall have the authority, after notice and a hearing, to impose a fine up to \$100 per day for any violation of this Declaration, the Bylaws, Articles of Incorporation, or Rules and Regulations of the of the Association." _____

12. ...that per our covenants, Article V Section 1 (b), " The Committee shall have the absolute and exclusive right to refuse to approve any such Plans and specifications which are not suitable or desirable in the opinion of the Committee for any reason, including purely aesthetic reasons which in the sole and absolute discretion the Committee shall be deemed sufficient." If the committee denies a request, it shall articulate its reason(s) for denial." _____

Homeowner Signature _____ **Date** _____

****Please note when you fill in your name and date on the lines above this constitutes as a wet signature.***

Please return this completed form to : **SUMMERHILLFARMARCREQUESTS@GMAIL.COM**

(FOR ARCHITECTURAL COMMITTEE USE ONLY)

Approved

Not Approved

Conditional Approval

Insufficient Information

Comments _____

Thankyou for your time in advance,

Summer Hill Farm Architectural Review Committee:

Tandice Jean Baptiste

Scott Dowd

Justin Massey

Josh Parrish