

Windbrooke Homeowners Association Architectural or Landscape Request Form

Please return completed form to:

Windbrooke HOA
R. S. Fincher and Co., LLC
P. O. Box 1117
Apex, NC 27502
Office Tele: (919) 362-1460
Or fax: (919) 362-1462

For Office Use:

Date Received: _____

Change Number: _____

Owner Name _____

Owner Address _____

Owner Telephone _____ (home) _____ (work)

Please indicate the Change Request Type (Circle): Architectural Landscape

GIVE A COMPLETE DESCRIPTION OF WHAT ARCHITECTURAL/LANDSCAPE ALTERATION YOU ARE REQUESTING THE COMMITTEE TO APPROVE. Specify dimensions (including elevations), type of materials to be used, a sketch of the proposed design, colors (if applicable) and a plat of the property showing the change. Use additional sheets of paper and submit maps and/or plats as appropriate.

Date submitted _____ Homeowner Signature(s) _____

The owner is **REQUIRED** to review the proposed changes with all abutting neighbors, and anyone who might reasonably view the change, prior to submission to the Architectural Request Committee. This review is **NOT** an approval or disapproval, but is merely a notification to the neighbors that a change is being requested. The signatures below indicate that the neighbors are aware of the change, and that they understand they may come to the next Architectural or Grounds Committee meeting to voice their opinion on this request.

| NAME | ADDRESS | SIGNATURE |
|----------|---------|-----------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |

COMMITTEE ACTION The following action has been taken on your request:

(Checked per Committee Decision)

Approved as submitted _____

Approved with conditions _____

Denied _____

Denied due to incomplete request _____

Reason for denial or conditional approval:

Date: _____

Chairperson, Architectural or Landscape Review Committee: _____

Notice: You have 90 days to begin the project and another 90 days from the begin time to complete the project. Extensions can only be granted by the Board of Directors. You must notify management immediately as soon as the project is done so that its completeness and compliance may be verified by the committee.

APPEAL PROCESS

If the request is denied, the requester has the right to appeal the decision of the committee within 30 days of the committee meeting at which the request was denied. This may be done by submitting a request for appeal in writing to the Board of Directors, Windbrooke, C/o R. S. Fincher and Co., LLC, P. O. Box 1117, Apex, NC 27502.

The appeal will be considered at the next Board of Directors meeting after the appeal has been received. An appeal received more than 30 days after the committee meeting at which it was denied will not be considered.

If a request has been denied and the requester wishes to change some of the request specifications in order to have it approved, then it needs to be resubmitted through normal channels as a completely new request.

THIS FORM IS NOT COMPLETE WITHOUT ALL APPROPRIATE SIGNATURES