

Lighthouse Carriage Architectural and Maintenance Request

Step 1. Review the Architectural guidelines defined in the Declaration and Rules & Regulations.

Step 2. Fill out this application:

Name: _____

Phone #: _____

Address: _____

Email: _____

Est. Start Date: _____

Est. Completion Date: _____

Contractor's Name: _____

Phone #: _____

Alteration/Improvement being requested: _____

The following **must** be included with the application.

A drawing of the alteration/improvement.

A written description or picture of the alteration/improvement. Include a specific list of materials that will be used (door, window, camera, types of wood, paint colors, stain colors etc.).

The homeowner agrees to the following:

- A. No alterations/improvements may be commenced until written approval is received from the Architectural Review Committee. Alterations/improvements must be completed as represented in this Application, or as modified by any changes required as a condition of approval. **The Board of Directors has 45 days to review, approve, deny, request changes or request additional information before making their final decision.**
- B. Applications cannot be approved until after closing is completed on the home.
- C. The owner is responsible for obtaining any required building permits.
- D. The owner is responsible for any repairs or alterations of unapproved work.
- E. The owner, not the Association, Board of Directors, or Review Committee, is responsible for (i) the construction standards and specifications relating to the alterations/improvements and construction work; and (ii) determining whether the alterations/improvements violate any restrictions or requirements imposed by any governmental authority having jurisdiction over the Unit.
- F. The owner shall hold harmless, indemnify and defend the Association and its officers, directors, and agents from and against any expenses, claims, damages, losses or other liabilities, including without limitation attorneys' fees and costs of litigation incurred by the Association, arising out of (i) any part of the alterations/improvements which violates any governmental law, code, ordinance, or regulation; (ii) the adequacy of the plans or specifications submitted by the owner in connection with this application; and (iii) the construction of the alterations/improvements.

Signature: _____ Date: _____

Step 3. Submit the application to Sara Jenkins sjenkins@kingwoodmanagement.com

Step 4. Wait for a response. **The Board of Directors has 45 days to; review, approve, deny, request changes or request additional information before making their final decision.**

Note: In accordance with the Declaration your contractors are not allowed to put advertising signs on your property.

Date Received: _____

Comments to Owner: _____

Approved or Denied: _____

Approved by: _____

Date Approved: _____