

EMERALD POINTE HOMEOWNERS ASSOCIATION
ARCHITECTURAL REQUEST FORM

AMMONS PITTMAN PROPERTY MANAGEMENT
5821 A Falls of Neuse Road
Raleigh, NC 27609
(919)790-5455
ATTN: ROD HAMBY

Please complete this request form in its entirety and submit to the above address. After the request has been reviewed; which can take up to 30 days, the homeowner will be notified in writing of the approval/denial. No project shall begin without prior approval.

HOMEOWNER NAME: _____

YOUR PHONE NUMBER: _____

TODAY'S DATE: _____

YOUR ADDRESS AND LOT NUMBER: _____

HOMEOWNERS SIGNATURE: _____

Please describe the proposed home and/or landscape project you are undertaking. Be sure to include materials, colors, plantings, etc. Use a separate sheet of paper if necessary.

Please attach drawings to show existing structures, property lines, and landscaping.

- Page one should include the "Plot plan". A top down view, showing your property lines, your home, and any other landscaping.
- Page two should include a side view; showing the elevation of the project.

Request Form continued

Attach paint and vinyl siding samples, if applicable.

Attach a copy of any building permits, if applicable.

Note:

Your neighbors have a right to comment and present views about your requested improvements. Please obtain signatures from all homeowners surrounding your property.

Should the Architectural Committee deny this request, the homeowner has the right to appeal to the Emerald Pointe Homeowners Association Board of Directors. This appeal must be in writing and sent to same listed address. The Board will review the appeal at the next regularly scheduled Board meeting.

Architectural Request Form

We, the Board, acknowledge that the homeowner listed has shown the committee the details of the proposed improvement.

The Board, and Architectural Committee below are working on your request.

Person number 1: _____

Person number 2: _____

Person number 3: _____

Date Received: _____

COMMENTS: _____

Your project has been:

- Approved
- Approved with conditions to be met
- Denied
- Rejected due to lack of information

Signatures of Committee

