

REGAL MANOR HOMEOWNER'S ASSOCIATION
Architectural Request Form
(One Improvement per Sheet)

Homeowner: _____

Phone: _____

Address: _____

Subdivision: _____

E-mail: _____

Before submitting application please review the Regal Manor Covenants (part II, Article III under "Land Use Restrictions") and the Regal Manor ARC Guidelines to ensure the requested improvement and application meets ARC guidelines Both documents are available at www.regalmanorhoa.com

Describe improvement. (attach additional sheets as needed)

***** IMPORTANT *****

Please include the following items with your application:

- Color and description of materials being used for proposed improvement (stone, wood, metal, resin, etc.).
- Photo or brochure of proposed improvement (where applicable)
- Contractor details (where relevant)
- Site drawing (***Preferably on a photocopy of the survey/plat included with the closing documents when the home was acquired***) of proposed improvement on the property, indicating size and location on the property, including setbacks (distance) from the property lines and home. Indicate planting/screening plans for outbuildings

- FENCES – Please review Exhibit “E” of the Regal Manor HOA Governing Documents to ensure application meets HOA requirements for fence installation

Estimated Construction time for completion: _____

CONSTRUCTION SHALL BEGIN WITHIN 6 MONTHS OF THE DATE OF APPROVAL. IF CONSTRUCTION HAS NOT BEGUN WITHIN THE 6 MONTH PERIOD, AN NEW APPLICATION WILL NEED TO BE SUBMITTED BEFORE CONSTRUCTION BEGINS.

Applicant understands that approval by the Regal Manor Architectural Review Committee is for compliance with aesthetics and limitations described in the Declaration of Covenants, Conditions and Restrictions for Regal Manor and the requirements of the Regal Manor Architectural Guidelines. Compliance with state, local, or Federal codes, permitting and zoning shall be the sole responsibility of the homeowner/applicant and shall not be the responsibility of the Homeowners Association or its agents/employees.

Disclaimer: Only the record owner of the property is able to submit an Architectural Application

By signing this application, I certify that I am the record owner of the subject property where the proposed improvement will be made.

Signature of Applicant/Homeowner: _____

Date: _____

******Incomplete applications will result in a request for additional information. Failure to provide requesting information within the requested time frame will result in a rejection of the this application, and resubmission of the application, with complete details, will be required for consideration***

CONSTRUCTION FOLLOW-UP

Upon completion of construction, a final inspection will be made to determine that all requirements of the initial approval, the Covenants and these Guidelines have been met. Improvements found not be in compliance may be subject to enforcement action.

No construction should commence prior to an approval from the Architectural Review Committee.

MAIL / E-MAIL COMPLETED FORM TO:

CAMS

4701 Hedgemore Dr

Suite 816

Charlotte, NC 28209

arcwest@camsmgt.com