

Sunset Oaks Homeowners Association, Inc.
Architectural Change Request Form

Please submit this application and any attachments to
William Douglas Property Management
Phone (919) 459-1860 Fax (919) 459-1861

Homeowner's Name _____
Property Address _____
Lot # (If known) _____
Homeowner's Phone # (H) _____
(W) _____

Request Statement and Agreement

I determine this proposed project to be fully compliant with the Sunset Oaks Homeowners Association, Inc. Covenants and Architectural Guidelines. I request approval by the Sunset Oaks Association for the following described project only. I grant permission to the Association to enter my property and inspect the project prior to, during, and upon completion of the project. If Sunset Oaks Homeowners Association and/or Architectural Committee determines this project in any way violates the existing Sunset Oaks Association Covenants and/or Architectural Guidelines or is not completed within the allotted time, I will ensure the project will be made fully compliant with the covenants and completed.

Homeowner Signature

Date

Neighbor Acknowledgment

The HOA considers notification of neighbors as a common courtesy in the approval process. Therefore, for each neighbor who is adjacent to your property, please provide their name, address and telephone number and make a reasonable attempt to obtain their signature. Signatures below signify that neighbors are aware of your plans, and do not convey approval or disapproval of the project:

Name

Address

Phone

| | | |
|--|--|--|
| | | |
| | | |
| | | |

Describe proposed changes or additions:

To speed up the process the proposed plan should include sizes, heights, description of materials, etc. Attach a copy of your plot plan, if possible, and indicate location of proposed exterior design change on lot in relation to house and other existing structures. Also attach any sketches, specifications, pictures, paint charts, or the like that will assist in reviewing this application. Please note that potential screening or site restrictions, noise levels, and other privacy intrusions will be considered in review & approval of any mechanical equipment, i.e. trees restricting views and pool pumps.

ESTIMATED CONSTRUCTION DATES: Start Date _____ Finish _____

Please make sure your contractor adheres to your schedule, since the association can force its completion.

Other Information Regarding Project Request:

Special Conditions for Approval:

Approved _____ Disapproved _____ Conditional Approval _____
(See above)

Signature: _____ Date: _____
Sunset Oaks Homeowners Association, Inc. Officer
And/or Architectural Committee