

Appendix C

Architectural Modification Application Instructions

This section explains procedures for owners to follow if they intend to make any modifications to the exterior of their property. If you have questions concerning a proposed modification, please contact the Management Company, the ACC or Board of Directors.

STEP 1. Prior to any alteration, addition or improvement to the exterior of your townhome, you, the property owner (not a contractor or other party) must submit an ACC application for approval.

STEP 2. If you need an application from the management company, **see Appendix D of this booklet for the address and telephone number.** You can copy the multi-page application form from this appendix or download a copy from our website, www.lakeridgetownhomes.net.

STEP 3. Complete the application and **return it only to the management company, not the ACC** or its members, with all detailed supporting documents necessary. Keep a copy for your files. (Applications are not considered until they have been submitted to and logged by the management company.)

STEP 4. The management company will copy and distribute the application to the ACC or Board of Directors, as appropriate. The management company or the ACC may return the application for re-submittal if it is not completed properly.

STEP 5. The ACC will review, and approve or disapprove the application in a reasonable and timely manner. **The ACC generally meets once a month to consider applications.** The ACC may consider routine applications through e-mail to expedite approval if time and resources allow.

STEP 6. Once a determination is made, the ACC will return the application to the management company, which forwards a copy of the decision to the applicant.

STEP 7. If an application is approved, the project may begin immediately upon receipt of the written notice from the Association *and* appropriate permits. If the applicant receives notice of disapproval, the reasons and/or requirements will be noted on the application. The property owner may submit another application or may forward any additional information requested by the ACC. The applicant may make a written request to the ACC for a final decision. If the ACC fails to provide a written decision within forty-five (45) days following an owner's written request for a final decision, the modification will be deemed approved in its final form.

STEP 8. If an application is disapproved, the applicant may make a written appeal for reconsideration of the decision directly to the Board of Directors, *not the ACC*, through the management company, within thirty days of the date of disapproval.

STEP 9. SOME MODIFICATIONS REQUIRE TOWN OF CARY BUILDING PERMITS. Even if the ACC or Board of Directors approves a project, the homeowner is solely responsible for obtaining all necessary building permits. If in doubt, check with the Town of Cary building officials at 469-4340 or web site at www.townofcary.org

Submit to:

LakeRidge ACC Application

c/o HRW, Inc.

3815 Barrett Drive

Raleigh, NC 27609

tyler@hrw.net

Phone 919 787 9000, ext 216

Fax 919-783-9534

*Note: if you need to hand deliver the application you can do so to the Cary HRW office at:
1183 W. Chatham Street, Cary, NC 27513, (919) 469-8661*

Application Form:

REQUEST FOR ARCHITECTURAL MODIFICATION APPROVAL

- Please fill in all items and supply supporting data as requested.
- Incomplete and unsigned forms may cause delays in review of your application.
- Make a copy of your completed application for your files.
- Submit to the management company (not to the ACC)

Date: _____

Property Owner: _____

Property Address: _____

Lot number, if available: _____

Telephone: (W) _____

Telephone: (H) _____

Description of Improvement:

Is the modification on common areas? Yes _____ No _____

Owner's Signature: _____ Date _____

FOR THE HRW OFFICE ONLY

Application ID: _____ Dated Received: _____ Received by: _____

Construction materials to be used: _____

Colors (attach samples, if necessary):

This architectural request must be accompanied by two (2) different drawings, if applicable:

1. **PLOT PLAN.** Show the improvement (e.g., patio, landscaping, yard lights, etc.) and its relationship and distance to property lines, easements and drainage ditches (if any), neighbor’s units and common areas. Use the surveyor’s plot plan you received at time of closing or obtain a plot plan at <http://arcims.webgis.net/webgis/cary/default.asp>, the Town of Cary GIS web site. Draw the improvement to scale as close as possible.

2. **ELEVATION** Vertical view of the improvement as would be seen in a photograph. The elevation should show the height above the finished grade and width, and all relevant details of the proposed request. Be specific to expedite the review process. Photographs and brochures should be submitted when available.

In applying for the above architectural modification, I agree to follow to the best of my ability the changes as described. I agree to meet any and all code, permit and other requirement deemed necessary by the Town of Cary, county, state or other applicable authority.

I agree that I and my assigns are solely responsible for the maintenance, repair, removal, replacement and any costs due to damage to my own, neighbors’ and common area properties caused by my modification. I agree to amend my property deed indicating that the owner, and not LakeRidge Homeowners Association, is responsible for exterior maintenance of the improvement and is responsible for any additional maintenance normally the responsibility of the LRHA that are a result of the change. (For example, if a screened porch is being built the entire structure, including the roof, will be the responsibility of the homeowner.) Final Approval of the request will be withheld until proof of the foregoing is submitted to the ACC.

Owner’s Signature Date

Owner’s Name (Printed)

FOR THE HRW OFFICE ONLY

Application ID: _____ Dated Received: _____ Received by: _____

Standards For Patio Additions and Screened Porches:

Plans must be done by licensed or qualified professionals and submitted with 2 views, plus footprint with all appropriate dimensions, stating colors and styles of finish. Persons drawing the plans must sign the plans with their professional title. Plans must comply with all building codes, both local, state and national. Enough detail must be given to allow the ACC to make an informed decision. Before construction can begin, the ACC must approve plans and local building permits must be acquired. Specific changes to the structure must be spelled out with details. Necessary electrical and plumbing must be performed by licensed professionals.

From the Town of Cary website: <http://www.townofcary.org/depts/dsdept/I&P/inpfaq.htm#1>

When is a Town, County or State Permit Required?

When is it necessary to obtain a building permit? Well, the answer is **ALMOST ALWAYS!**

A permit is required anytime work is done on a building or structure, or the systems serving the structure (including plumbing, mechanical and electrical wiring) with a few exceptions, including the following.

The North Carolina State Building Code states, "No person, firm or corporation shall erect, construct, enlarge, install, alter, repair, move, improve, remove, convert or demolish any building, structure, or service system without first obtaining a permit for such from the Inspections Department having jurisdiction."

Everyday projects requiring permits include:

- **Converting a residence to a business.**
- **Constructing a deck, screened porch, or sunroom.**
- **Installing an irrigation system.**
- **Installing a swimming pool.**
- **Adding a ceiling fan.**
- **Finishing an attic or basement.**
- **Replacing a furnace or air conditioner.**
- **Installing gas logs, attic fans, skylights.**

A permit is not required for:

- Replacement of non-structural, cosmetic building elements, such as: floor and wall coverings; moldings and trim; cabinets and casework; roof coverings with same materials, etc.
- Residential accessory buildings that are no more than 12 feet in any dimension.
- Replacement of electrical fixtures and components when work is not done within the wall or ceiling cavity or behind the finished wall or ceiling surface.
- Replacement of plumbing fixtures when the work does not go beyond the trap seal.
- Replacement of water heaters in the same location with the same fuel source.
- Installation of low voltage exterior landscape lighting.

From the Town of Cary website:

<http://www.townofcary.org/depts/dsdept/I&P/inpfaq.htm#1>

IMPORTANT NOTE:

You are responsible for determining if a building permit is required. Neither the ACC nor the LakeRidge Townhome Association is responsible for determining if a building permit is required. If it is later determined that a permit was required but not obtained, the project will be deemed DIS-APPROVED until the project is brought compliance with the Town of Cary building codes. ALL additional costs of compliance will be born solely by the property owner Application Form