

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

dmueck@hrw.net

Phone 919 787 9000, ext 207

Fax 919-783-9534

Application Form:

REQUEST FOR ARCHITECTURAL MODIFICATION APPROVAL

- Please fill in all items and supply supporting data as requested.
- Incomplete 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 _____

FOR THE HRW OFFICE ONLY

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

The Architectural Control Committee of the LakeRidge Townhomes Association hereby

APPROVES

DISAPPROVES

Requests Further Information

your architectural request with the following conditions or requesting the following information, or for the following reasons:

Signature

Date

NOTICE: IF YOUR REQUEST IS DISAPPROVED, YOU HAVE THE RIGHT TO APPEAL THE ACC DECISION DIRECTLY TO THE BOARD OF DIRECTORS OF LAKERIDGE TOWNHOMES ASSOCIATION. YOUR REQUEST FOR APPEAL MUST BE IN WRITING AND DELIVERED TO THE MANAGEMENT COMPANY WITHIN THIRTY (30) DAYS OF ACC DISAPPROVAL. THE DECISION OF THE BOARD OF DIRECTORS IS FINAL. THE BOARD OF DIRECTORS WILL HEAR YOUR APPEAL AT THE NEXT REGULARLY SCHEDULED BOARD OF DIRECTORS MEETING.

FOR THE HRW OFFICE ONLY

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

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