



ARCHITECTURAL STANDARDS, CONSTRUCTION SPECIFICATIONS & LANDSCAPE GUIDELINES

Brighton Forest Community Association, Inc.



FEBRUARY 2022

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Letter of Introduction, Review & Approval Process Pursuant to the Covenants the purpose of this document is to provide the homeowners of Brighton Forest Community the specifications each homeowner must follow to maintain the physical appearance of their property, as well as identify the process for changes they wish to make.

The objective of this document is to maintain the overall appearance of the Community, whereby preserving the overall appeal of our homes and neighborhood, and increase the values of our homes, while allowing for Homeowner individuality.

All decisions are made on a case-by-case basis with consideration to the individual lot and its impact on neighbors and overall community appearance. Approval of a similar project in the neighborhood does not guarantee approval of all similar projects.

Should a homeowner make an alteration without prior approval, the Board reserves the right to have the alteration modified by the homeowner to comply with the regulations or removed by the homeowner if such alteration is not permitted by these Guidelines.

A. REVIEW & APPROVAL PROCESS STEPS

1. Submit a current Brighton Forest Community Association Application for Architectural Review of Proposed Exterior Changes/Additions (Application). The application is appended at the end of this document or may be obtained from the management company. The Application is not considered complete unless all supportive documentation is included with the Application. Please note that obtaining proper permits and adhering to current building codes are the responsibility of the homeowner as required by Town/City/County Ordinances. There are no fees associated with the Brighton Forest process.
2. Following is a list of the documentation (not inclusive) that may be required for your project in order for the Architectural Review Committee (ARC) to consider your application:
 - a) Description of the change/addition
 - b) Plot plan showing the location of the change/addition/proposed structure in relation to other structures and property lines
 - c) Official plat or survey showing lot boundaries, the existing building, and the proposed structure
 - d) Documentation that the project does not violate local ordinances
 - e) Elevation drawing(s) including, as applicable, railings, steps, walkways, and all other pertinent information

- f) Alterations can not affect the flow of water for neighboring lots or common area.
 - g) Description of the materials to be used, including samples of paint or stain colors
 - h) Description and placement drawings of landscape screening
- 3. ***Before*** any work is commenced, the resident must receive approval in writing from the acting ARC. Written approval will be delivered to the homeowner by the property management company. Residents commencing work before approval or in violation of standards do so at their own risk. Additional costs incurred as result of commencing work prior to approval are the responsibility of the homeowner. Failure to adhere to these standards will result in a hearing and fines.
- 4. The Approval Process is as follows:
 - a) The completed Application and supporting documentation will be initially reviewed by the Community's management company for completeness.
 - b) Completed submittals will be forwarded to the ARC for review and inspection of the site. The ARC will notify the management company of their decision.
 - c) The management company will inform the homeowner, via written correspondence (postal mail or e-mail), of the ARC's decision.
 - d) Approval process will take up to 60 days for processing and receipt of permission of changes. ***No previously approved installation shall constitute establishing a precedent for approval.***
 - e) In the event of deterioration or repairs that result in reconstruction or entire replacement of a structure, such reconstruction or replacement must conform to the most current specifications as outlined in this document.
- 5. Homeowners are required to complete the project as approved in a reasonable amount of time such that the construction does not detract from the overall appearance and peace of the neighborhood. Reasonable period of time shall be defined as 90 days from the start of the project. Should there be an uncontrollable delay caused by weather or other circumstances beyond the homeowner's control, a variance may be applied for.
- 6. Homeowners are required to maintain the aesthetics of the property during construction. All debris must be collected and disposed. Following the completion of the project, all debris and misplaced items must be returned to their proper location within 2 weeks.

II. Appeals Process

To appeal a declined application, you must submit a written response to the Board of Directors, via the management company. The response must include specific detailed information that clarifies why the application should be reconsidered.

III. Landscape/Hardscapes Architectural Standards

A. GENERAL LANDSCAPE MAINTENANCE REQUIREMENTS

Approval Required: Approval is required for major landscaping modifications. A major modification shall include, but not be limited to, one or more of the following criteria:

1. Structural changes – installation of a retaining wall or modification to an existing retaining wall, installation of a walkway
2. Change to the contour of the land
3. Changes adjacent to a property line in the front of the property
4. Changes that will or potentially will significantly obstruct a neighbor's view
5. Removal of any trees having a trunk diameter 6 inches or more at a point 2 feet above the ground. Approval for the removal of trees located within 10 feet of the approved site for such building will be granted unless such removal will substantially decrease the beauty of the Properties. Requests specifically for removal of trees must include a report from a licensed arborist or similar tree expert (a similar expert would be someone who hold an accredited degree or a recognized professional certificate in applicable field) with an explanation as to why the tree must be removed.
6. Homeowners can also submit a request to the Architectural Committee for the review of the removal of damaged trees. If the need for removal is apparent to Architectural Committee, the Architectural Committee can, by a unanimous vote, approve the removal without an expert's report.

Guidelines: It is a responsibility of all homeowners to maintain their entire property landscape in a way that does not detract from the overall aesthetics of the Community. Homeowners' compliance of this guideline will be based on their properties appearance and how consistent it is with the appearance of the neighborhood's common areas (currently, the front entrance, Brighton Forest Drive, and traffic circle areas).

This includes the following:

1. Overall quality of the lawn
2. Edging along all sidewalks, driveways, and streets
3. Trimming along fence and house lines (front and back yards)
4. Hedging of all screening bushes to provide a clean look (front and back yards) in the case of a naturalized theme stray limbs and branches must still be kept trimmed
5. Mulching (pine straw or hardwood is permitted) of all plant bed areas
6. Removal and disposal of all debris, including leaves in the front and back yards. Leaf removal from natural areas is not required.
7. Removal of weeds/growth on hardscapes (including patios, walkways, driveways, sidewalks, and curbs).

Bordering the street with any material (i.e. stone, solar lights, reflectors, or any other material) for either decorative or protective reasons is strictly prohibited. Temporary variances may be approved where active construction is occurring. However, if approved, material must be removed when construction is complete on your street. Approval is required.

B. YARD ART, LAMPS, LANDSCAPE LIGHTING & SIGNS

Approval Required: Yard art (benches, arches, stone walls, flagpoles, etc.), outdoor lighting, and water features require submission and written approval.

Guidelines: Except during a project, all commercial advertising signs are strictly prohibited. Signs should be removed immediately upon completion of such services. The following items must be removed within 3-weeks following the event (unless otherwise notated). No signs may be placed on common property except as described in the applicable section below.

1. Holiday decorations
2. For sale or for rent signs
3. Garage sale signs (must be removed within 1 week)
4. Political campaign signs (placing signs is limited to 4 weeks prior to the start of early voting). See "Flags" section under Additional Guidelines for Political flags.
5. Landscape or accent lighting specific for observed calendar event
6. Celebratory signs
 - a) Graduation signs or other school recognition/promotion signs should be removed by September 1st or two months after installation, whichever comes first.
 - b) Birthday and other celebratory signs should be removed within a week of installation

Additional Guidelines:

1. SIGNS IN COMMON AREAS
 - a) Any signs placed in common areas are the responsibility of the home owner
 - b) Any damage done to common areas is the responsibility of the home owner to repair even if done by a third party under employ of the home owner or representing the home owner (i.e. real estate agent)
 - c) A-frame type real estate signs for open houses are allowed in common areas for the day of the open house, signs that stake into the ground are not allowed
 - d) Commercial signs (excluding those allowed for open houses) are not allowed at any time
 - e) Celebratory signs (e.g. birthday signs) can be placed in common areas for up to 24 hours
 - f) The HOA is not responsible to return signs or the for the condition of signs if they are removed from common areas
2. FLAGS
 - a) Flags attached to holders on the house or wire frames in the yard are permitted
 - b) U.S. flags and personal flags (e.g. Collegiate or Professional sports teams) are permitted
 - c) Flags displaying offensive or abusive language or images are NOT permitted

- d) Political flags follow same limitations as “Political campaign signs” and are permitted within the same allowable window as designated above
 - e) Large flag poles in the yard require written approval
 - f) Any sign or flag not meeting the above requirements is prohibited
3. WATER FEATURES
- a) Any water feature (e.g. fishponds, fountains, etc.) must be placed between the rear lot lines of the house, be properly maintained, and have appropriate screening.
4. LIGHTING
- a) Lighting as part of holiday decorations **does not** require prior approval.
 - b) Installation and operation of flood and security lights **does not** require prior approval.
 - c) Permanent **outdoor** light fixtures (e.g. lamp posts or wall sconces) **do** require prior approval.
 - d) String lights are permitted and **do not** require approval provided lights are placed between the rear lot lines of the house and are properly maintained.
 - e) All lighting and power sources (e.g. extension cords, wiring, etc.) must be up to [Fuquay Varina Town Code](#).
 - f) Every effort should be made not to disturb or adversely affect the overall appearance of the Community or neighbor(s) with the installation and operation of flood lights, security lights, or string lighting. Flood lights, security lights or string lighting deemed to infringe on this statute are subject to removal or relocation.

C. PATIOS, ARBORS, PERGOLAS & SCREENS

Approval Required: Installation of a new patio, arbor, or screens requires submission and written approval.

Guidelines (Style, Materials, Height, & Location): There are no predetermined styles for patios, arbors, or screens. However, the following criteria apply:

1. Patios may be constructed using concrete or pavers (stone or brick). Concrete slab patios must be of a smooth finish and framed design. If choosing a stamped concrete patio, the design and stain must be submitted with the application as described above. Consideration will be given to the need of landscape with the patio as part of the approval process.
2. Pergolas and screens must be constructed using suitable outdoor lumber (plastic is prohibited). They should be stained to match the Community color palette/scheme. The height of a pergola shall not exceed 9 feet above the deck surface. Free-standing screens shall not exceed 5 feet in height. If a screen is part of a pergola, it may extend to the height of the arbor.
3. Patios should be located behind the house, but consideration will be given on a case-by-case basis depending on the lot location and the purpose of the patio.

D. VEGETABLE GARDEN PLOTS

Approval Required: No prior approval is required if the garden plot is wholly located in the rear portion of the lot and completely contained within resident's yard. For any garden location other than described above, or if tree removal is required to provide space for the garden, garden plots require submission and written approval.

Guidelines: Garden plots may be no larger than 300 square feet. A border around the garden is strongly encouraged (garden timbers or similar material). To inhibit wild animals from eating vegetation, a fence may be installed as described in Section IV, Subsection E of this document to a maximum peak height of 5 feet. Following the growing season, plants must be removed, and the garden prepared for the non-growing season. All stakes and any other structural additions must be removed and stored in a manner that does not distract from the overall appearance of the neighborhood.

E. COMPOST PILES

Approval Required: None

Guidelines: Open compost piles are prohibited. Residents must use an enclosed compost container located in the rear of the house, out of view of the street. Compost containers must be located in the rear portion of the lot.

F. FIRE PITS

Approval Required: Installation of permanent fire pit requires prior approval.

Guidelines: Fire pits must be located in rear portion of lot and at least a minimum of 8 feet from lot lines.

G. ITEMS IN EASEMENT: LAWN MARKERS, STAKES, LANDSCAPING, ROCKS, ETC.

Approval Required: Installation of any item in the easement requires architectural approval.

Guidelines: Prior to approval homeowners must obtain written approval from the Town of Fuquay Varina Planning Department shall be obtained for any obstructions within the public right of way. Said, written approval, shall be included with the Architectural Control Committee application for review and approval of the aesthetics. Markers shall be 4" x 4" wooden posts with less than one foot showing above ground, place no closer than ten feet apart at a minimum distance of 2 feet from edge of pavement. Any markers shall be maintained in good condition.

IV. Structural Architectural Standards

A. HOME ADDITIONS, IMPROVEMENTS & STORAGE BUILDINGS

Approval Required: Prefabricated structures are prohibited. The installation of a home addition, home improvement, or storage building and associated landscape requires submission and written approval.

Guidelines: The new or replacement structures must meet the following criteria:

1. All structural additions and improvements must comply with [Fuquay Varina Code of Ordinances](#).
2. All construction must be on the homeowners' property. The homeowner is responsible for ensuring all items are on their own property
3. Common areas cannot be used in any construction project for any reason including, but not limited to, access to a homeowner's property, storing construction materials, or parking of construction vehicles
4. Damage done to common areas will be the responsibility of the homeowner to fix to meet community expectations, regardless of the condition prior to the damage by the homeowner. The HOA reserves the right to have any damage to common areas fixed, without consent of the homeowner, and billed back to the homeowner, including any applicable fees that are incurred to collect or process those costs
5. Appearance consistent with the original design of the house
6. Structure built/constructed on a permanent foundation. Piers are considered a permanent foundation and therefore allowed. If piers are used screening should be used to hide all gaps between piers.
7. Building materials must be the same as those used on the house
8. Accessories of the building, including siding, trim, siding, door, windows, and roof coverings, should match the house
9. Storage buildings should not be any larger than 10' x 12'. The storage building should be located on the rear portion of the lot, but consideration will be given on a case-by-case basis depending on the lot's location.
10. Foundation plants should be installed to cover gaps.
11. Location of the building should be behind the house so as not to impact the neighbors and should not be any closer than 8 feet to any lot line. If it is a situation where it will still be seen from the street or appears to be too close to an adjacent neighbor, as a condition of approval the resident should plant large shrubs that shall be a minimum of 50% of the building height in areas where screening is needed.
12. Siding on storage buildings may run vertically or horizontally, however, all other features of storage building must match the house.

Encroachment into any easement or buffer is strictly prohibited. Homeowners are required to match the house color and style on the addition being made to the house.

Homeowners are required to complete the project in a reasonable period of time and to maintain the aesthetics of the property during construction as outlined in Section I.

B. MAILBOXES

Approval Required: None

Guidelines: The design of all replacement or new mailboxes should match the style of the original neighborhood mailbox and post. The mailbox style is “Small Elite” and the post style is the Hampton system. Mailbox numbers must be italic and 3” standard mailbox style stickers.

C. SKYLIGHTS, ATTIC FANS & WINDOW AIR CONDITIONERS

Approval Required: Skylights and attic fans that alter the exterior of the roof require submission and written approval. Window air conditioners are prohibited.

Guidelines: There are no predetermined styles for skylights and attic fans. All skylights and attic fans will be reviewed on a case-by-case basis. Consideration will be given to the overall ascetics of the unit and the overall appearance of the neighborhood.

D. DECKS

Approval Required: Installation of a deck (including replacement), deck enclosure, and associated landscaping require submission and written approval.

Guidelines (Style, Materials, Height, & Location): There are no predetermined styles for decks. However, the following criteria apply:

1. All wooden decks shall be constructed with pressure treated wood or composite lumber and sealed with a natural color sealant or stain compatible with the general scheme of the neighborhood. Deck posts may be constructed with brick or pressure-treated wood.
2. Consideration will be given to the need of landscaping underneath or around the deck. Decks must reach a height that requires no more than an 8-inch step-down from the entry into the house.
3. Residents must maintain the deck, including replacement of broken pieces. Maintenance requires removal of mold and re-application of stain. Upon deterioration of the deck it should be repaired or replaced.
4. Decks should be located behind the house, but consideration will be given on a case-by-case basis depending on the lots location and the purpose of the deck. Obstruction of views or breezeways of adjoining properties will be considered in the approval process. Construction within buffer areas is prohibited.

E. FENCES

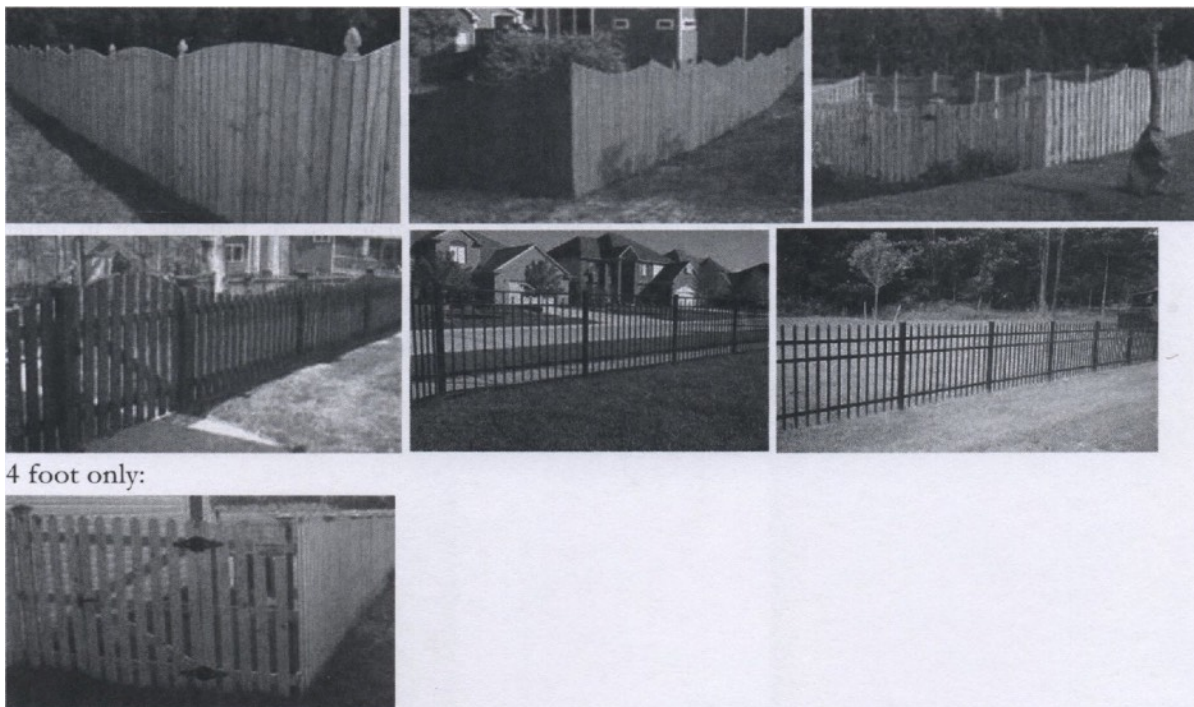
Approval Required: The installation of a fence (including replacement), change in fence color, and any associated landscaping requires submission and written approval.

Guidelines (Style, Materials, Height, & Location): While there are seven predetermined styles for fences, alternative styles will be considered so long as they are consistent with the following Guidelines. The styles and requirements are described below:

1. Fences must be a natural colored-treated wood, wrought iron, or black aluminum.
2. Chain link, PVC, Vinyl, and painted fences are prohibited
3. Measured from the turf to their peak height, fences, must not exceed a height of 5 feet. Exceptions may be made along the back of property lines where unsightly conditions exist on an adjoining piece of property that is not a part of the neighborhood.
4. Fences must be made of treated wood and sealed with a natural color sealant or stain compatible with the general scheme of the neighborhood.
5. Fences must be built on site using individual wood boards. Fences cannot be purchased in sections and installed.
6. 4x4 or 6x6 wooden posts should be set in concrete, and spaced 8' on center.
7. Braces/runners are a 2" x 4" x 8' long normally and are installed horizontally; 2 runners for 4' fences and 3 runners for 5' fences.
8. Braces/runners must face inward to the property.
9. Location of fence is to be as close to the inside of the property line as possible, without being on the property line.
10. Any fences, landscaping, or anything else placed within property easements must meet municipality restrictions and are usually subject to removal and replacement at homeowner's expense.
11. Fences should be built no closer to the street than the back corners of the house.
12. Fences built on lots such as corner lots where a large portion of the fence will face the street must have medium-to-large growing shrubs planted between the fence and the street.
13. Fence style must be uniform for the property.

Fences should be power washed to remove mold and resealed with an approved stain color. Residents are required to repair broken boards of the fence and correct leaning or falling sections of the fence. Upon deterioration of the fence it should be repaired or replaced.

Suggested Fence Styles:



F. **PLAY STRUCTURES (SWING SETS, PLAY HOUSES & JUNGLE GYMS)**

Approval Required: Children's play structures require submission and written approval.

Guidelines: No tree house or fort structures may be built in the Community under any circumstances. Those that have already been built with ARC approval have been grandfathered. Children's wooden play sets are permitted. Play sets must be constructed from natural materials. Slides and other play pieces must be of earth tone colors, blending with natural surroundings.

Installation must be in the rear of the house, or directly behind the house when possible. When possible, play sets should be installed out of view of any street. The playground must be installed a minimum of 8 feet from the property lines.

G. **BASKETBALL GOALS**

Approval Required: Basketball goals mounted on in-ground poles require submission and written approval. Portable basketball goals do not require approval.

Guidelines: Permanent and portable basketball goals are not permitted along the street right-of-way. Goals must be located on the rear 1/3 of the driveway unless you live in a cul-de-sac then they can be in any part of your driveway. Upon deterioration of the basketball goal, it should be repaired or replaced. Installation of any basketball goal on the front of a garage or structure of the residence is strictly prohibited. Additional lighting on the goal is not permitted.

H. CLOTHESLINES

Approval Required: Outdoor clotheslines are prohibited. Using any structures such as fences or the like to dry clothing is prohibited.

I. AWNINGS

Approval Required: Permanent (including retractable) awnings are prohibited.

J. ROOFING

Approval Required: Roofing materials that will alter the appearance from the shingles originally used by the builder require submission and written approval.

Guidelines: Roofing materials including specialized asphalt shingles, solar tiles, copper, and metal will be considered on a case-by-case basis. Visual damage to roofs must be repaired immediately.

K. DRIVEWAYS

Approval Required: The repair or replacement of a driveway using a material other than concrete requires application and written approval.

Guidelines: Cracked or raised driveways and broken surfaces should be repaired within a reasonable period of time. Driveways may be replaced or repaired using concrete or driveway pavers. A concrete driveway may be replaced with the same style as its original and have framed edges. Driveway pavers may be used as an accent to a concrete driveway. Colors for driveway pavers must be of natural earth tones or natural stone. If the house has brick siding, facing driveway pavers must match the color of the bricks used on the house. Driveways may not be painted or stained.

L. PARKING PADS

Approval Required: The installation of a parking pad requires application and written approval.

Guidelines: Parking pads will be reviewed on a case-by-case basis. Approval of the addition of a parking pad requires submission of a beautification plan. The beautification/landscape should be immediate. All parking pads must match the material it is attaching to. If concrete, it must have framed edges and be tied to the existing driveway. Parking Pads should meet all [Fuquay Varina Town Codes](#).

M. SWIMMING POOLS & HOT TUBS

Approval Required: The installation of an in-ground pool or in-ground hot tub requires submission and written approval.

Guidelines: Only in-ground pools are permitted. All above ground pools are prohibited. Hot tubs are permitted. Above ground hot tubs are permitted so long as they are installed into a permanent structure that is attached to the residence. The pool, hot tub, or pumps must be screened from any street view and must be landscaped. The pool or hot tub must be installed a minimum of 8 feet from the property lines.

N. SOLAR COLLECTORS

Approval Required: The installation of a solar collector (of any kind) requires submission and written approval.

Guidelines: Solar collectors must be installed as inconspicuously as possible. Whenever possible, collectors should be placed on the rear of the home or on the side that has the least public exposure. Collectors must be attached to the roof, not free standing or ground mounted.

Every effort must be taken to camouflage the plumbing and supports of the collectors, which may require completely encasing the collectors. All metal parts should be painted to match the roof coloring, with minimal exposure of piping. Piping running down the side of the dwelling is strictly prohibited. In no way shall these guidelines either waive more stringent City/Town/County requirements or may they deny City/State/County/State statutes affirming the rights of homeowners to install alternative energy within subdivision communities. These guidelines do not waive the necessity of any permits.

Tree removal is not permitted to increase solar exposure to the collectors.

V. General Standards

A. COMMUNITY PARKING

Approval Required: Temporary extended stay parking at the pool parking lot requires approval from the Board of Directors. Extended parking in the pool lot, other than while using the pool, is prohibited on Memorial Day, July 4th and Labor Day weekends (Friday through Sunday inclusive).

Guidelines: Streets that service our Community are public streets and as such are subject to Town of Fuquay-Varina parking and use regulations.

Additional Guidelines:

1. Inoperable vehicles must be moved off the street or repaired.
2. Parking on the grass overnight is prohibited. Residents are strongly encouraged to fully utilize driveway parking. This practice increases the safety of all recreational activities on our streets during the night and day and keeps a well-cleared path in the event of an emergency.
3. Residents should not park in a manner that impedes fellow residents from backing out of their driveways.
4. Permanently parking commercially licensed vehicles, trucks, and tractors is prohibited in the pool lot, on common property, or within any right-of-way of any street in, or adjacent to, the Brighton Forest subdivision, as stated in the protective covenants. Approval may be granted on a temporary basis.

The Board of Directors reserves the right to regulate the parking of all recreational vehicles including, but not limited to: campers, boats, trailers (of any kind). Recreational vehicles and boats are allowed to be parked in a residence's driveway one time within a seven-day period, for no more than 24 hours. Parking on common property is strictly prohibited.

Guest parking and parking for your special events in the pool parking lot is managed by the Board of Directors. Submit your dates and expected length of time (hours/days) to the management company. You will be notified in writing if the proposed dates are available and approved.

B. PAINTING

Approval Required: A change of color from the existing color of any part of the house (including doors, shutters, or trim) requires submission and written approval.

Guidance: Repainting or re-staining with the existing color does not require approval. Colors should be consistent with the Community color palette/scheme. Bright colors (pastels, pink, etc.) are not permitted.

C. PET HOUSES

Approval Required: Constructed pet houses require submission and written approval.

Guidelines: Pet houses must be located in the back yard or side yard (whichever is least conspicuous). Doghouses are not to be larger than 4' x 4', with a height no larger than 4'. Dog runs are prohibited. Metal or chain link fenced pens are not permitted. Other animal houses will be approved on a case-by-case basis.

D. ANTENNAS & SATELLITE DISHES

Approval Required: Installation of an antenna requires submission and written approval. No approval is required providing the Satellite Dishes are less than 36" in diameter.

Guidelines:

1. Satellite dishes installed at ground level (including supportive wiring) must be screened so the satellite dish is not visible from any street or neighboring property as viewed from ground level.
2. The removal of any trees or other landscape to allow for installation of the antenna or satellite dish must receive written approval.
3. Satellite dishes may be located on the roof of the house. Mounting a satellite dish on any other structure on the homeowner's property is prohibited.
4. The satellite dish must be installed on the portion of the roof not facing the street directly in front of the home, and with the highest point of the dish no higher than the peak of the roof.
5. If a satellite dish is installed on a pole, then landscaping may be required to screen it.
6. Satellite dishes cannot be placed within 8 feet of the front of the dwelling.

In no way shall these guidelines waive more stringent City/Town/County requirements nor waive the necessity of any permits.

E. TRASH & RECYCLING RECEPTACLES

Approval Required: None

Guidelines: Pursuant to the protective covenants, all trashcans and recycling containers must be stored in a manner that is not visible from the street directly in front of the entryway to the home. Storage of any trade materials or inventories on any lot is strictly prohibited.

Brighton Forest Community Association Application for Architectural Review of Proposed Exterior Changes/Additions

Mail application to: Brighton Forest Community Association
C/O Associa H.R.W. Management
4700 Homewood Ct. Suite 380
Raleigh, NC 27609
919-787-9000

Preferred submission: **Email:** architectureadmin@hrw.net

Date: _____

Resident's Name: _____

Lot #: _____ Property Address: _____

Resident's Phone #s: (H) _____ (W) _____

Resident's Email Address: _____

The resident requests design approval and grants permission to the Architectural Committee to enter the property to consider the request and to inspect during installation and upon completion.

Resident's Signature

Date

Neighbor's Notification Required:

Please note that if Neighbor has any concerns about proposed project, objections must be expressed in writing and sent to architectureadmin@hrw.net within 5 business days of notification.

Neighbor's Signature: _____

Address: _____

Date: _____

*Neighbor's Signature: _____

*Address: _____

*Date: _____

**Projects which impact neighbors on both sides (ie new fence, front yard landscaping, etc) require notification both neighbors*

Estimated Construction Dates: Begin_____ Complete_____

PROJECTS MUST BE COMPLETED WITHIN NINETY (90) DAYS OF THE START WORK DATE.
FAILURE TO ADHERE TO THESE STANDARDS WILL RESULT IN A HEARING AND FINES.

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(Attach a **plot plan**/map, sketch picture, paint chips, etc. Indicate size, height, description of materials, location, etc.)

[illegible]

FOR COMMITTEE USE:

Design Approval:

Decision and initials of participating committee members:
