

RULE 2

Architectural Review Committee Approval Procedure

Steps to be followed by the owner for approval of any project:

- 1. Fill out the Request Form A copy is included as RULE 2A. Mail it to Blue Atlantic Management (BAM) at the address on the front page, or deliver it to BAM's office. Submit sketches, blue-prints, pictures, etc., detailing your plans. All information on the request form must be provided! Incomplete forms will be returned without approval!**
- 2. The Architectural Review Committee will review requests. Approval or denial will be based on the Covenants and Restrictions and Architectural Guidelines pertaining to said lot. Commencement of the project may not proceed until written approval is granted by the Architectural Review Committee and a letter to that effect is received from management.**
- 3. If approved, the owner may proceed in accordance with the approved plans. It is the owner's responsibility to secure all necessary permits and applicable inspections.**
- 4. If disapproved, the additions or alterations may not proceed. The Architectural Review Committee will let the owner know what modifications need to be made to bring the project into compliance, if possible. Requests that violate the Covenants and Restrictions and Architectural Guidelines may never receive approval regardless of modifications.**

Architectural Review Committee Enforcement Policy

- 1. The Board of Directors of the Association shall be responsible for enforcing the restrictions and Architectural Review Committee Guidelines and Procedures.**
- 2. Failure to submit a request to the Architectural Review Committee and get approval before proceeding with any additions, deletions or alterations will result in a fine. This fine is applicable regardless of whether the additions or alterations are subsequently approved (reference NCGS47F).**
- 3. If the additions or alterations are already underway or complete; and do not get subsequent approval the owner must remove any additions or undo the alterations, as deemed necessary by the Architectural Review Committee to come into compliance with the Covenants and Restrictions and Architectural Guidelines. This must be completed in a time frame specified by the Architectural Review Committee, or the owner will be fined per day, accruing until the violation has been corrected. These fines are payable immediately upon receipt of ratification pursuant to the Association's collection policy (reference NCGS 47F).**

REQUEST FOR ARCHITECTURAL REVIEW COMMITTEE APPROVAL

Your "Declarations of Covenants, Conditions and Restrictions", (CC&R) and "Rules and Regulations" (R&R) require that before you make any change to your structure; paint or roof (even if you will be painting or roofing the same color); erect or modify a fence, deck or shed; do major landscaping; install antennae and satellite dishes, etc., you must acquire Architectural Review Committee approval. Your CC&R's state that the only structural and /or landscaping items that may be done WITHOUT approval are:

Landscaping improvements consisting of plant materials native to the area and commonly used in residential landscaping which do NOT interfere with the sight lines of motorists at intersections of the streets and/or driveways of the subdivision.

READ YOUR "DECLARATIONS OF COVENANTS, CONDITIONS AND RESTRICTIONS" AND "RULES AND REGULATIONS" THEN PLEASE COMPLETE THIS FORM.

Provide all requested information and return it to the Association's Management firm, BAM, at the address listed above. At time of submittal, get a signed copy of this form for your records. The Architectural Review Committee will be in touch with you as soon as possible.

NOTE:

- DO NOT START ANY APPLICABLE PROJECT WITHOUT APPROVAL.
- PROJECTS MUST MEET ALL APPLICABLE CODE REQUIREMENTS.
- APPLICABLE CITY BUILDING PERMIT #s MUST BE SUBMITTED TO THE ASSOCIATION UPON RECEIPT AND PRIOR TO THE START OF ANY TENTATIVELY APPROVED PROJECT.
- ANY APPROVAL BECOMES VOID IF PROJECT IS NOT COMPLETED WITHIN SIX (6) MONTHS OF APPROVAL DATE.

Date: _____

Printed Name: _____ Signature: _____

Address _____ Lot No.: _____

Telephone: _____ Email: _____

Request approval for the following: (Describe the changes or improvements.)

ATTACH A DRAWING OF YOUR LOT SHOWING LOCATION OF ALL EXISTING AND PROPOSED STRUCTURES/LANDSCAPING. CLEARLY SHOW ALL RELATIVE DIMENSIONS. DRAWING DOES NOT HAVE TO BE OF PROFESSIONAL QUALITY BUT FIT FOR THE PURPOSE INTENDED. ALSO, FORWARD SAMPLE OF COLORS TO BE USED AS WELL AS SAMPLES OF MATERIALS TO BE USED TO FINISH OUTSIDE OF HOME OR OUT BUILDINGS, INCLUDING ROOFING.

Contractor Name: _____

Anticipated Start Date: _____ Anticipated Completion Date: _____

Received @ BAM by _____ Date: _____

Received @ Committee by _____ Date: _____

NOTE: Conformity to "Request" is subject to review upon completion of project by ARC.

Approvals: _____

DATE: _____