



# Crosswinds Home Owners Association Architectural Control Request Form

Request for Architectural Control Committee Review

**\*\*\*PLEASE READ THE ENTIRE DOCUMENT CAREFULLY\*\*\***

The Crosswinds Home Owners Association documents **require that before you make ANY change or addition** to the exterior of your home or property a request for Architectural Review must be submitted to the Board of Directors or its appointed Architectural Review Committee. This form must be submitted by the **owner** making a request for a proposed change to his/her lot. **The owner is responsible for providing all information necessary to render a decision on their particular request.** Any and all incomplete forms and/or requests with insufficient information will automatically be denied. Applications denied due to documentation may be resubmitted when the documentation deficiencies have been corrected. Any and all changes must be made in accordance with the plans and specifications submitted and approved. Deviations from the approved request are not allowed without prior approval by the Board of Directors and/or Architectural Review Committee. The sanctioned time limit for request consideration **shall not begin** until all information necessary for the review of your architectural request have been submitted to the satisfaction of the Home Owners Association. This request shall be deemed active for a period of thirty (30) days when the completed form and all necessary and relevant information is received by the Home Owners Association. An approved application must be executed within one year. Any outstanding application where work has not been completed within twelve months must go through approval again.

**At a minimum, documentation accompanying all requests shall include:**

- ❖ a plot plan or sketch showing the location of existing structures and requested changes on the property
  - plot plan must correctly reflect and easements or right of ways
  - plot plan must show the impervious space and it should be entered on the reverse side of this form.
- ❖ a drawing of the change, modification or addition
- ❖ documentation **MUST** indicate size, height, colors, type of construction
- ❖ any other documentation required by the Home Owners Association or its designees
- ❖ include any documents and or pictures to aid the Architectural Committee evaluate your request
- ❖ Documentation should include pictures or descriptions of materials.

These need not be professional documents but DO need to accurately represent and reflect the desired changes.

The Architectural Control Committee reserves the right to request additional documentation or samples if needed.

**POLICY FOR ANY FENCE ERECTED OR MODIFIED WITHIN ANY DRAINAGE EASEMENT:**

Fencing within the drainage easement *shall* be removed by the owner at the direction of the Crosswinds HOA Board if deemed necessary by the Board for the maintenance of the drainage ditch, piping and/or drainage easement. If fencing is not removed by owner, the HOA may remove and dispose of the fencing and assess the owner for removal costs. After the work is completed, should the property owner seek to reinstall the fencing onto the drainage easement, the owner will need to get guidance and permission from the HOA prior to re-erecting the fence to ensure compliance with the HOA.

**The owner is solely responsible for the accuracy of ANY supplied documentation. ANY document that misrepresents easements, right of ways, property lines, design, size or color will be automatic grounds for rejection of the application. In addition, if the Home Owners Association finds inaccuracies or omissions by the property owner in the approved application within 6 months of approval by the Architectural Control Committee, the Home Owners Association may void the approval and require the removal of the improvement.**



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Architectural request including all documentation should be hand delivered to: \*

**James Gibson, 5036 Crosswinds Drive, Wilmington, NC 28409**

\*Other means of delivery will be worked out if you cannot hand deliver.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

CROSSWINDS ADDRESS: \_\_\_\_\_ SEC/LOT #: \_\_\_/\_\_\_

ADDRESS :( if different from above) \_\_\_\_\_

PHONE: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

DESIRED START DATE: \_\_\_\_\_ ANTICIPATED COMPLETION DATE: \_\_\_\_\_

DESCRIPTION OF CHANGE/ADDITION, ETC \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that I have read the complete Architectural Request Form, Declaration of Covenants, Conditions and Restrictions for the Crosswinds Home Owners Association; as well the Rules, Regulations and Restrictions pursuant to said Declaration regarding changes to my lot and hereby agree that I will abide by same including abiding by any impervious surface restrictions for said lot, I further certify that my lot's calculated impervious space of \_\_\_\_sqft does not exceed the limit for my Crosswinds Section \_\_\_of \_\_\_\_sqft. I am solely responsible for errors on the impervious space and acknowledge that I would be liable for civil penalties by the North Carolina Department of Environmental Quality, the agency that regulates our storm water restrictions. I agree to honor all drainage easements and to remove any impediments in the drainage easement on demand. The approval of the Crosswinds HOA of this request does not constitute acceptance of any liability regarding impervious space requirements or drainage easement encroachments.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Initial both pages where indicated.**

Date mailed to Board/ARC Committee \_\_\_\_\_ Date 30 day will expire \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved \_\_\_\_\_ Reason \_\_\_\_\_

CWFOA Use only in this space: 30-day limit does not apply due to time to get all application materials and schedule approval at BOD meeting.