

COLONY BILTMORE GREENS HOMEOWNERS' ASSOCIATION

ARCHITECTURAL REQUEST FORM

ARCHITECTURAL REQUEST HOMEOWNER INFORMATION (Please print clearly):

Name: _____ Lot #: _____ Phone: _____

Address: _____

E-mail Address: _____

Summary description of request:

The Board has a responsibility to ensure that proposed exterior changes to homes in Colony Biltmore Greens remain consistent with the architecture of our community. This form is to be used for **any proposed change that can be seen from the street or would be visible to neighbors from the backyard.**

Please provide **catalog pictures of proposed windows, garage doors, lighting fixtures, roof equipment, and any other exterior improvements.** Also, please provide **photos of the existing front and sides of your house as applicable.** If requesting a change in landscaping, describe why you want something removed and what replacements are planned or desired. (Be sure to consult with our HOA's landscaper if Colony Biltmore Greens will be responsible for maintaining your proposed new plantings.) Include a **photo of existing landscaping.** Have you discussed exterior changes with immediate neighbors who would be affected on either side of or across the street from your property?

Work to be performed by:

(GIVE CONTRACTOR NAME & PHONE NUMBER) NOTE: CONTRACTORS MUST BE REGISTERED, LICENSED, AND INSURED.

Type of materials to be used:

Colors: _____

The Homeowner agrees to **comply with all City, County and State laws and must obtain all necessary permits.** Approval shall not be deemed to constitute a waiver of any requirement or restriction imposed by the City, nor shall it be deemed an approval of the workmanship or quality of the work or of the integrity or sufficiency of the plans, drawings, or specifications.

When a dumpster, construction crane, or other heavy equipment is approved, the Homeowner agrees to provide a **\$1500 deposit (bond)** secured by either the Homeowner or contractor. The deposit is to be made

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through the CBG Management Company and is fully refundable providing that no damage has occurred to the property, the streets, driveways, lawns, landscaping, gates, irrigation system, and/or common areas.

The Homeowner agrees to abide by the hours of construction (Mon-Fri, 7 am to 5 pm; Sat, 9am to 3 pm). No work is allowed on Sundays or holidays.

Homeowner should read the attachment, “**Special Message to Contractors**”, and give it to your contractor at the beginning of the project. It is required that the contractor **post “no parking” signs** (available from the guard house) on the opposite side of the street from where the crew will park and from where any dumpster is located during construction hours. Also, **a \$50 fine will be imposed immediately each day** if any construction materials or debris are left in the street overnight.

Signature of Lot Owner

Date Signed

_____ APPROVED _____ DISAPPROVED _____ APPROVED WITH THE FOLLOWING CONTINGENCIES:

Signature Architectural Committee

Title

Date

Attachment: Special Message to Contractors

A SPECIAL MESSAGE TO CONTRACTORS

We ask your cooperation in **keeping our community's streets passable** for emergency vehicles, delivery trucks, and residents' autos. Kindly comply with these important rules for the duration of your construction project in Colony Biltmore Greens:

- 1) Instruct your crew to park in front of your work site. They must **not block driveways, mailbox units, or fire hydrants.**
- 2) Trash is picked up in our community on Tuesdays. To avoid vehicle damage and to ensure that trash is picked up, please **park at least 6 feet away from any trash receptacles.**
- 3) Please obtain a sufficient number of the **"No Parking This Side of Street"** signs that we provide free of charge at our Guardhouse. Place the signs across the street from where your crew's vehicles and/or any dumpster will be parked.
- 4) At the end of your workday, **please collect the "No Parking" signs, fold them closed, and store them out of sight overnight** on the project premises if your work will continue. At the conclusion of your project, please return the signs to our Guardhouse.
- 5) When each workday ends, please make sure that no construction materials, trash receptacles, or other piles of garbage/debris are left in our community's streets. **The homeowner for whom you are working will immediately be fined \$50 per day if this violation occurs.**

With Appreciation for Your Cooperation,

Colony Biltmore Greens