

CAPE TRANQUILITY HOMEOWNERS' ASSOCIATION, Inc. ("HOA")

ARCHITECTURAL CONTROL COMMITTEE APPLICATION

This form must be submitted prior to beginning any exterior work or placing any temporary structure (such as a dumpster) on any property within the HOA. The Board of Directors (the "Board") will have final approval authority based on the recommendations of the Architectural Control Committee ("ACC").

Anticipated Start Date: _____ Estimated Completion Date: _____

Homeowner Name: _____

Street Address: _____

Phone Number: _____ Email: _____

Type of Work to be approved: (Check all that apply)

Landscape Fence Painting Concrete Work Addition New Construction Other

Provide Complete Description of Improvements (attach additional page(s) if necessary):

Attachments (Please check the applicable box and attach copies to this application. Attachments become a part of HOA records and will not be returned)

- Drawing, sketch, workup or blueprint of plans showing the location and dimensions of the existing and proposed improvements
- Brochures
- Paint or color samples
- Photographs
- Name and contact information for all contractors and description of work each will perform

Request for temporary accommodations (for example, dumpsters, portable toilets, etc.)

Temporary Accommodation Requested: _____

Beginning Date: _____ Removal Date: _____

Notice to Applicant

Upon receipt of written approval, once construction begins, it must be completed within four (4) months of the start date, and in strict conformity with the approved plans and specifications. If any unforeseen circumstances arise that affect construction, contact the Board immediately. The Board and the ACC each are entitled to stop any construction in violation of these restrictions as well as any exterior alteration made without application having first been made and approval obtained as provided herein. If any construction is deemed to be in violation of the Associations Restrictions, Conditions and Covenants, (the "Declaration"), the Board may require that it be restored to the original condition at Owner's cost.

The authority of the ACC is derived from Article 6 of the Declaration of the Cape Tranquility Homeowners Association, Inc., which states "No trees shall be removed except by utility companies as required in furnishing of utility services, and no building, fence, wall or other structure shall be commenced, erected or maintained upon the properties, nor shall any exterior addition to or change or alteration therein be made until the details, plans and specifications showing the nature, kind, shape, height, materials and location of the same shall have been submitted to and approved in writing by an Architectural Control Committee."

All improvements must be constructed in accordance with the laws, rules, regulations, and building codes of governmental authorities having jurisdiction. Approval of this application does not constitute approval by any governmental authority.

Approval of the application does not give Applicant the right to enter upon the property of any other owner or the common areas in order to perform the construction contemplated by this application.

Applicant hereby releases the Association, ACC, and each of its Directors, Officers, committee members, and agents from and against any liability caused or occasioned by the location of such improvements. Applicant acknowledges that in the event an improvement encroaches upon a public utility easement located on the Property and a public utility provider requires access to such easement, Applicant may be required to remove such improvements to the extent they encroach upon or interfere with use of the public utility easement.

Applicant Signature

Date

FOR ACC USE ONLY

Approval

Disapproval

Approval W/ Conditions

Application Approval with the Following Conditions: _____

Application Disapproval at this time with the following comments: _____

CAPE TRANQUILITY ARCHITECTURAL CONTROL COMMITTEE:

Signature Date: _____

Signature Date: _____

Signature Date: _____

CAPE TRANQUILITY BOARD OF DIRECTORS REVIEW DATE: _____

Date: _____

Witnessed (Secretary / Treasurer)