

**Stags Leap Homeowners Association
Architectural Improvement Application**

Property Owner: _____ Address: _____

Telephone Number: _____ E-mail: _____

Improvement (Complete Description):

Name of Contractor: _____ Telephone Number: _____

Address of Contractor: _____

Permit Required: Yes No Contractor Licensed: Yes No

Type of material that will be used (wood, concrete, etc. . .):

Will your project change the finished grade of your yard / property: Yes No

If yes, please describe:

Finished Color(s): _____

Please attach the following to this application:

- Architectural drawings and / or pictures
- Property plat showing exactly where the improvement will be located
- Dimensions of the improvement
- Contractor(s) Certificate of Insurance (if required by the Architectural Review Committee)

Failure to submit proper descriptions, documents and / or drawings will delay the approval process.

Important Information – Read Carefully:

1. Your project must be completed within 90-days of approval, at which time it will be inspected for compliance. Larger projects (i.e. – pools) must be completed within 6-months of approval.
2. The homeowner is solely responsible for any damage caused to any curb, sidewalk, or other infrastructure. Damage will be determined by the Architectural Review Committee. Damage to curbs, sidewalks or other infrastructure must be completely repaired before this approval expires and final approval is granted.
3. Ingress and egress to the rear of the homeowner’s property is the sole responsibility of the homeowner. If ingress and egress to the rear of the property involves a neighboring property, the homeowner submitting the request bears the responsibility to gain permission from the adjoining property owner. The association, the Board of Directors and the Architectural Review Committee will not negotiate on

behalf of a homeowner. If construction equipment will encroach upon a neighboring yard, then the owner of that yard **MUST** be present for the on-site survey. It is the responsibility of the person submitting this request to arrange the on-site survey meeting at a date / time that is agreeable for all parties.

4. Homeowners are strictly prohibited from granting contractor's permission to gain access to their property via a common area property unless the Board of Directors and the Architectural Review Committee have granted permission in writing. Any damage caused to common areas by a contractor is the responsibility of the homeowner.
5. All dirt, rock and other excavated material **must** be removed from Stags Leap.
6. Approval of any structure by the Architectural Review Committee is in no way a certification that the structure has been built in accordance with any governmental regulation(s), or that the structure complies with sound building practice or design.
7. Neither declarant, the association, the Architectural Review Committee, the Board of Directors, nor the officers, directors, members and agents of any them shall be liable in damages to anyone submitting plans and specification to any of them for approval, or to any owner of property affected by the declaration by reason of mistake in judgment, negligence or nonfeasance arising or in connection with the approval or disapproval or failure to approve or disapprove any such plans or specification; nor shall any of them assume liability or responsibility for any defect in any structure constructed from any such plans and specification.
8. Most projects will require an on-site survey by a member of the Architectural Review Committee. On-site surveys will be arranged with the homeowner. Some projects may require the contractor provide a Certificate of Insurance for the Architectural Review Committee to review prior to granting approval for the project.

Homeowner acknowledges that he / she have read all of the information provided on this form and agrees to fully comply with the requirements:

Homeowner Signature

Date

You may not begin construction on any project until you receive approval from the Architectural Review Committee. Please allow 30-days processing time for this form.

Submit form to Stags Leap HOA c/o Timmons Properties, 1114 17th Ave. South, Suite 101 Nashville, TN 37212

Internal Use

Management Firm Rec'd: _____ Forwarded to Architectural Review Committee: _____

Rec'd: by Architectural Review Committee: _____ On-Site Survey Date: _____

Approved: Yes No Returned

If no, Why: _____

Architectural Review Committee Chair : _____

Date Approved: _____ Approval Expires On: _____