

# REQUEST FOR CHANGE FORM

Please Email to:  
board@rogersshire.org

<b><u>Date:</u></b>	<b><u>Name of Community:</u></b> <input type="checkbox"/> Crest <input type="checkbox"/> Meadows
<b><u>Telephone Number:</u></b>	<b><u>Owner's Name:</u></b>
<b><u>E-mail Address:</u></b>	<b><u>Address:</u></b>
<b><u>Request:</u></b>	
<b><u>Description of Materials:</u></b>	
Attach Plot Plan: <input type="checkbox"/> Attach Sketch: <input type="checkbox"/>	
<b><u>Architectural Review Committee Response:</u></b>	
_____	_____
Architectural Review Committee Representative	Date
_____	_____
Board of Directors Representative	Date

**See back for directions**

## Directions

The following information is the directions you will need to submit a "REQUEST FOR CHANGE FORM".

**Any and all changes to exterior of your house and/or property must receive written prior approval from the Rogersshire Homeowners Association, Architectural Review Committee.**

All projects must comply with the association by-laws and covenants as well as applicable city, county and state building codes. When applicable the home owner must get the appropriate building permits and certificates of occupancy when the project is completed.

**Step 1)** Complete the "REQUEST FOR CHANGE FORM" completely, including a detailed description of the project dimensions. Describe the types and colors of the materials including the types of finish to be used. When appropriate include a picture or brochure that shows what the project will look like upon completion.

**Step 2)** Attach a copy of your plot plan that shows the location of the project on your property. Draw the outline and highlight the changes. If needed attach a separate sketch to show as much detail as possible.

**Step 3)** Email the request to **board@rogersshire.org** or mail the request with all drawings, pictures and plot plan to:  
Rogersshire Homeowners Association  
Attn: Architectural Review Committee  
P.O. Box 324,  
Franklin, TN 37065

**Step 4)** The Architectural Review Committee will respond to your request timely with the below responses:

"Approved" – begin project

"Request for more information" – re-submit form with additional information.

"Denied" – Your project does not comply with the association by-laws.

**Step 5)** Upon completion and, if applicable, after getting your final inspection by the city contact the Architectural Review Committee for final inspection and sign off. Copies of building permits and/or certificates of occupancy must be provided to the HOA upon completion of the project.

The Architectural Review Committee is available to assist you with your application and answer questions about the status of your request. Please feel free to submit inquiries or the completed RFC form to the below:

**RHOA Board  
P.O. Box 324  
Franklin, TN 37065  
board@rogersshire.org**

Any and all disputes will be resolved by the association board of directors. Homeowners may appeal to the board and have denied request reviewed. The board's decision is final.