

Prestwick Homeowner Association

Architectural Review Form

Note: This form must be completed and submitted to the ACC and approval must be received prior to commencing any work. This form may be submitted online or in person. Incomplete forms will be returned without review, including, but not limited to applications without all required homeowners' signatures or with missing information.

Please be advised that a fine of \$200.00 will be assessed for failing to submit a request form and receiving approval prior to work being started. A fine of \$500.00 per tree will be assessed for any tree removal without prior ACC approval.

Name:
Date:
Address:
City/State/Zip:
Cell Phone:
Home Phone:
Email address:

Type of Modification:

Deck _____
Exterior Paint Color Change _____
Fence _____
Gazebo _____
Garage Addition _____
House Addition _____
Landscaping _____
Retaining Wall _____
Roof Change _____
Screen Porch _____
Swimming Pool _____
Tree Removal _____
Painting Project
Siding: Manufacturer, Color: & Number : _____
Trim: Manufacturer, Trim Color:& Number: _____
Front Door: Manufacturer, Color & Number: _____
Gutters: Manufacturer, Color & Number: _____
Windows: Manufacturer, Color & Number: _____

requested modification and completed project. Neither Prestwick Homeowners Association, the Association Board of Directors, the ACC nor their respective members, officers, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise, to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence or misfeasance, arising out of any action with respect to any submission. The architectural review is directed toward review and approval of site planning, appearance and aesthetics. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue all of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

As in accordance with the Covenants, please allow a maximum of 30 days from the date of final submission of all information requested by the ACC for a modification review. The volunteer members of the ACC will make an effort to approve requests in a reasonable time though some requests make take as long as 30 days as allowed for in the covenants. The 30-day timeframe will commence upon receipt of all additional information requested/required to consider the application complete. If modification is started prior to approval, fines will be assessed.

It is the homeowner's responsibility to monitor construction and enforce the items of this approval. Alterations in the approval plan are not allowed unless a revised plan has been submitted and received ACC approval. Failure to follow the items of this approval will result in an unapproved exterior modification. The homeowner then accepts full responsibility for, at their expense, removing the unapproved structure or altering the structure in order to bring it into compliance with the approval plan.

Homeowner's Signature _____ Date _____
Homeowner's Signature _____ Date _____
(All owners must sign)

You may complete form and email to the ACC chairperson or bring the completed and signed form to the ACC chairperson.

Information the ACC finds helpful:

1. Paint: colors by manufacture, color and number. Where each color will be used (e.g. trim, siding etc)
2. Fencing: Picture of style of fence, Color and style, Height of fence, drawing of exact location of fence on property, including any gates.
3. Retaining wall: stone to be used, color and style, Height of wall, drawing of exact location of wall on property.
4. Outdoor fireplaces, stone patios etc: Picture of fireplace wanted, dimensions, color of stone, location within property.
5. Tree(s) removal: Drawing of yard indicating which trees are included in the removal request. Plan for the area after tree removal – grinding of the stump, sod or additional plantings. Please mark or flag actual trees in yard to aid visual identification for ACC.
6. House additions: Blueprints of front, side and back elevation of entire house with addition, not just a partial drawing. All exterior finishes including paint colors, brick, stone and siding.

