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:
Tune of Madification.
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:

- 1. Please provide the ACC with all the information necessary to evaluate your request thoroughly and quickly, including paint swatches, plats, plans and even sketches. Anything you believe will help the ACC to expedite your request.
- Requests must include, without limitation, a site plan (including all dimensions), color chips (if applicable), detailed description of the request, list of materials, pictures, brochures (if applicable).
- 3. All landscape & tree removal applications must include a sketch. The tree(s) requested for removal, must be physically marked.

necessary):	Modification Requested (attach plan and separate sheets if			
Estimated Start Date	Estimated Completion Date			
	ucture or is close to your neighbor's property lines, please discuss the have them sign below acknowledging you are requesting ACC			
Neighbor	Date			
Neighbor	Date			
Neighbor	Date			

I understand and agree that no work on this request shall commence until written approval of the Prestwick Homeowners Association ACC has been received by the homeowner. I represent and warrant that the requested improvements and/or modifications strictly conform to the Prestwick Covenants and that these changes shall be made in strict conformance to those Covenants. I understand that I am responsible for all city, county and state regulations.

Permission is hereby granted for members of the ACC and appropriate Prestwick Homeowners Association representatives to enter the property to make reasonable observation and inspection of the 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.