

CARPENTER VILLAGE TOWNHOME ASSOCIATION, INC.

c/o Omega Association Management
160 NE Maynard Road, Suite 210, Cary, NC 27513
919-461-0102 (Phone) or 919-461-0106 (Fax)
Laura@omegamgmt.com

REQUEST FOR ARCHITECTURAL / GROUNDS / MAINTENANCE REVIEW

NAME: _____ PHONE# _____ DATE _____

ADDRESS _____ LOT# _____

SIGNATURE _____ EMAIL: _____

The following form must be completed before submitting your request to the Omega Management office for review by the Board of Directors. The Board holds meetings every other month. Submit your form for review to Omega before the end of the month to ensure consideration at the next meeting. **To avoid delays in the review process, please provide all the required information.**

{For Maintenance Requests, please complete item #1 ONLY}

____ 1. Give an accurate description of the work proposed. Include pictures, materials, colors, preservation techniques, structural details, similarities to existing structures, and other information that will help describe what the final work will look like. Use additional sheets if necessary. **Painting**, attach at least 2 paint chips of each color; **Fences**, specify materials, style, height, color, and mark location using x's on lot survey etc.; **Extensive landscaping**, include copy of landscape plans, specify types of trees, plants, shrubs, etc. Indicate on your lot survey the approximate location of your plantings using x's.

{For Architectural changes, complete the following as well as item #1.}

____ 2. Attach a copy of your **official lot survey/plot plan** (received at closing) for your property. Your official lot survey should only show your lot and will include the property lines, building envelope, and if there are any easements or buffers. Mark all exterior changes on the plot plan using a colored pen or marker. Be sure to show dimensions, distance from property lines, easements, etc.

____ 3. Attach as many elevations (front and side views) of the proposed project as necessary, including measurements and dimensions, to accurately describe/show what the finished project will look like. This is required for exterior construction, e.g., room additions, decks, storage sheds, sunrooms, screen porches, garages, dormers, etc. All attached documents must be **no larger** than 11 x 17 size paper.

____ 4. Have neighbors whose lot is adjacent to yours, as well as other neighbors who would reasonably view or be affected by the changes/improvements from their property, **sign** this form. This is a courtesy to advise your neighbor(s) of the changes you are making. If a neighboring lot/house is empty/vacant, or a neighbor refuses to sign, please specify on the **signature** line below.

**Note to neighbor: Your signature indicates that you have seen this proposal and does not necessarily indicate your approval. If you disagree with the proposal or have any concerns, you should submit your concerns in writing to the Board of Directors c/o Omega Management as soon as possible.*

SIGNATURE	NAME	ADDRESS	LOT #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

____ 5. Submit your completed form and all the required documents to the Omega Management office to be forwarded onto the Board of Directors for approval.