

# *Stoneridge Association Architectural Request Application*

(This form may be used for both architectural changes and landscape changes.)

**Upload this form in your owner portal under Architectural Reviews.**

**[https://rogerspm.appfolio.com/connect/users/sign\\_in](https://rogerspm.appfolio.com/connect/users/sign_in)**

Date of Application: \_\_\_\_\_ Date Received \_\_\_\_\_

Name of Association: \_\_\_\_\_

Homeowner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home #: \_\_\_\_\_ Work /Cell#: \_\_\_\_\_

Anticipated Project Completion Date: \_\_\_\_\_

*Project must be completed within 60 days of approval or additional written permission will be needed from Committee/Board for an extension of time.*

Please write a narrative description of the proposed improvement (a separate sheet of paper may be used if necessary).

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Please attach documentation that displays the following (all that are applicable):

- Dimensions
- Colors
- Materials to be used
- Illustration drawing
- Style of design
- Plot plan / elevation/ survey map

***A copy of your plot plan demonstrating the location of the proposed exterior design change on your lot in relation to the home and other existing structures is required.*** Other items that may be helpful are: sketches, specifications, professionally prepared and sealed plans, pictures, paint charts, or any other information that will assist in reviewing this application. Please attach these to this request prior to submitting it.

Signatures from all property owners that are connected to your lot and from homeowners that would have a reasonable view of the improvement from their property are required. If the unit adjacent to your unit is occupied by a tenant, the signature must be obtained by the owner of the unit. Please obtain their signatures prior to submitting your request in the area below or on a separate sheet of paper if necessary.

I acknowledge that the requesting property owner has shown (me/us) the details of the proposed improvement described on this form and that (my/our) signature represents only (my/our) awareness of the request. I understand that (I/we) may make verbal or written comments directly to the Board/Committee if desired.

<u>NAME</u>	<u>SIGNATURE</u>	<u>ADDRESS</u>	<u>LOT #</u>

All improvements must be thorough, with no less than good quality materials, free from faults and defects and in compliance with any and all applicable laws, regulations, and ordinances. Any deficiencies in workmanship or materials, determined by reasonable standards of construction in your Town or City, shall be corrected upon request of the Association at the cost of the homeowner. Such corrections must be performed within thirty days of written notice from the Association or its duly appointed representative. \_\_\_\_\_ **(homeowner initial)**

Homeowner agrees to replace and/or repair at their sole expense any damages to any common areas and personal residence areas such as walking areas, trees, buildings, roads, etc. as a result of making the approved modifications. \_\_\_\_\_ **(homeowner initial)**

Homeowner will be responsible for contacting any applicable municipality and for the cost to obtain permit(s) and inspection(s) if required. Upon transfer of ownership of subject property, homeowner agrees to inform the new owner of any maintenance agreements that have been set up prior to the transfer. \_\_\_\_\_ **(homeowner initial)**

**NOTE: I understand that I must receive approval of the Board of Directors/Committee in order to proceed. I understand that the Board/Committee approval does not constitute approval of the local building department and that I may be required to obtain a building permit. I agree to complete the improvements promptly and within 60 days after receiving approval. I further understand that work that begins prior to written approval may result in a fine charged to me. \_\_\_\_\_ (Homeowners initials.)**

**Please take the time now to review your application. An incomplete application will not be reviewed. Thank you for submitting your request for improvements**

**A decision was made regarding your request on:** \_\_\_\_\_

**APPROVED as requested:** \_\_\_\_\_

**CONDITIONALLY APPROVED with the attached/following conditions:** \_\_\_\_\_

**DENIED** \_\_\_\_\_ (Should the Board/Committee deny your request, you may appeal to your Board of Directors in writing. Please submit your appeal to: [HOAManager@rogerspm-nc.com](mailto:HOAManager@rogerspm-nc.com) or Rogers Property Management PO Box 742, Creedmoor, NC 27522. ONLY WRITTEN APPEALS WILL BE RE-CONSIDERED)