

SIENA TOWNHOMES POA, INC. ARCHITECTURAL REQUEST

Property Owners: _____

Address: _____

Phone Number: _____ Email: _____

In order for your application to be reviewed, you must submit all required information for your application to be deemed complete. Please note failure to provide the information may cause a delay in the review process. Provide a detailed description below:

Each request must include the following additional information:

1. Plot plan with location of project shown, a bird's eye view drawn to scale indicating all dimensions (length, width, height, square footage, etc.) and distance to property lines. Plat maps are available at <https://sienatownhomes.org/> (Login required).
2. Materials list. For landscaping requests, include list of plants to be used with locations shown and size of plant type at maturity.
3. Indicate color(s) and include paint/stain samples and note if it will match the existing home.
4. Provide photos of proposed project. For tree removal, please include photos of the tree(s) marked with an "X".
5. Drainage Plan and / or landscaping plan as applicable.
6. Start and completion date of project
7. Contractor name and contact information if applicable

Please mark the check the box below for your proposed project type. The numbers in the parentheses correspond to the required attachment for each project.

<input type="checkbox"/>	Screened Porch (1,2,3,4,5,6,7)	<input type="checkbox"/>	Landscaping (1,2,5,6,7)
<input type="checkbox"/>	Patio (1,2,3,4,5,6,7)	<input type="checkbox"/>	Tree Removal (1,2,4,6,7)
<input type="checkbox"/>	Other as applicable (1,2,3,4,5,6,7)	<input type="checkbox"/>	

****Plot Plan, Rendering, Signatures and Initials REQUIRED on all Applications****

I understand that this application will be reviewed by the Board of Directors (or its Architectural Committee). I further understand that the Board of Directors (or its Architectural Committee) has the authority to approve, approve with conditions or deny this request and there is no appeal other than resubmission of a modified request. I further understand that the placement and design of my improvement must meet the architectural guidelines, regardless of my submission or errant approval of such submission. A variance from standards must be noted by the committee in the comments section below. Please note the Board / Committee is allowed up to 30 days to render a decision from the date the complete application is received.

Property Owner's Signature(s)

Date

____ (Initial Here) **Submissions without a Plat Map / Survey:** I hereby certify that my mortgage company did not require a survey. In lieu of a recorded plat map, I certify that the attached rendering is true, complete, and correctly drawn to scale to the best of my knowledge. As lot Owner, I accept liability for any inaccuracies that may be proven in the future and release the Association, Management and its Agents from any responsibility.

____ (Initial Here) **Disclaimer:** The Association review applications primarily based upon aesthetic qualities and to lesser degree, basic construction practices. Owners (and their contractors) are responsible for determining and ensuring that all applicable municipalities, county and state requirements are met and all necessary permits, variances, etc. are obtained. Should the requirements set by the municipality, county and state be more stringent / restrictive than those established by the Association, the more stringent / restrictive requirements prevail.

For a quicker response, please upload your architectural application and supporting documents to your online portal. Login at https://rogerspm.appfolio.com/connect/users/sign_in and click on Architectural Review. Follow the instructions. Once uploaded, management and the review committee will receive notification. Please make sure to reply to any requests for additional information promptly so as not to delay the review process. Should you have any questions or need further assistance, please contact HOAManager@rogerspm-nc.com.



P.O. Box 742, Creedmoor, NC 27522
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