

ROYAL DOULTON ESTATES PROPERTY OWNERS' ASSOCIATION, INC.
ARCHITECTURAL AND/OR LANDSCAPE CHANGE REQUEST FORM
PLEASE COMPLETE FORM AND DELIVER TO ACC COMMITTEE DIRECTOR

ACC DIRECTOR WILL FORWARD COMPLETED/SIGNED FORM TO:
CFAM - Management Company for recording

YOUR NAME:

PHONE NUMBER:

YOUR ADDRESS:

CONTRACTOR:

BRIEF DESCRIPTION OF PROPOSED WORK:

ESTIMATED START & COMPLETION DATE _____ Requests not completed within 90 days from the approval date must be resubmitted. Please ask the Board, in writing, if an extension is needed.

By my signature below, I acknowledge that I have read the Declaration of Covenants and Restrictions including the ACC Control Standards and will comply with all regulations set forth therein. I accept financial responsibility for any damage from work performed, plus responsibility to clean up the area from any work. I also understand that improvements are my responsibility in accordance with the Declaration of Covenants and Restrictions including ACC Control Standards.

Home Owner 's Signature

Date Requested

ARCHITECTURAL COMMITTEE & ACC DIRECTOR'S REVIEW: ____/____/____

_____	Approved	Disapproved
_____	Approved	Disapproved
_____	Approved	Disapproved

Comments and/or Conditions or ACC Committee Review:

NEIGHBOR'S REVIEW:

NAME: _____ DATE: _____

NAME: _____ DATE: _____

ROYAL DOULTON ESTATES PROPERTY OWNERS' ASSOCIATION, INC.

ARCHITECTURAL/LANDSCAPE CHANGE REQUEST FORM INSTRUCTIONS

This completed form, along with drawings, descriptions and other supporting materials, is to be presented to the Director of the Architectural Control Committee (ACC) for review. Residents are advised to review the Declaration of Covenants and Restrictions, Architectural Control Standards and the Maintenance and Use Policies and Procedures in your RDEPOA Homeowner's Manual.

WORK SHALL NOT BEGIN UNTIL APPROVAL SIGNATURES ARE OBTAINED ON PAGE 1 OF THIS REQUEST FORM. ANY CHANGE NOT APPROVED BY THE ACC MUST BE RETURNED TO ITS ORIGINAL CONDITION AT OWNER'S EXPENSE.

NOTE: Requests submitted without sufficient detail will be returned without approval.

This request form must include:

1. An attached sketch and/or contractor's proposal/estimate sheet showing proposed changes in detail, including the dimensions and location of the project as well as materials; type, color, style. (Costs may be deleted or covered from estimates if desired.) Drawings must show measured distance from property lines and adjacent dwellings. Any potential noise-producing equipment such as pumps and water conditioning systems for pools and spas must be indicated. Structural additions also require a survey showing property setbacks. All attachments shall be page numbered for reference.
2. Landscaping requests shall include the types and numbers of plantings as well as their initial and maximum width and height. Planned changes to original lot drainage and/or irrigation systems must be presented with required solutions. Irrigation changes must be performed by RDEPOA irrigation contractor at the owner's expense.
3. Painting requests must include **three (3) color samples**, such as manufacturer's color swatches and color codes, even when repainting the same colors.
4. Roofing request shall include product specifications and three (3) manufacturer's color samples. Materials must be similar to those currently used in RDEPOA Acceptable materials are: concrete or clay tiles in barrel or flat style, or steel or aluminum in barrel or flat style. (Some companies list flat roofing as shake style.)
5. If your contractor must use any portion of a neighbor's property or easement for ingress or egress, you must obtain prior written permission from affected neighbors and attach it to this request form.