

REQUEST FOR NEW CONSTRUCTION

OWNER'S NAME: _____ LOT #: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____ CELL: _____

CONSTRUCTION ADDRESS: (If different from mailing): _____

TYPE OF CONSTRUCTION: _____

THE FOLLOWING MUST ACCOMPANY THIS REQUEST:

1. \$500.00 Security Deposit: Date Paid _____ Check# _____
2. One copy of the construction plans:
 - a. Exterior design including color chips of paint/stain for house and trim.
 - b. Diagram showing location of house, driveway, and septic on the lot, distance to all lot lines indicating location of open spaces (green belts) and neighbor's property.
 - c. Drainage, septic system, and grading **to scale** on the lot.
 - d. Proposed landscaping including existing trees to be retained.

START DATE (At least 30 days from receipt of request): _____

Construction projects must be complete within 10 months of start date.

No construction, including site preparation, will commence until applicant receives oral/written notification of project approval. It is the responsibility of the applicant to insure compliance with any required County codes and to insure any proposed project is within legal property lines. Failure to do so could require the removal of a completed project.

Your signature indicates receipt of the Home Improvement Guidelines and an understanding of these requirements, the Association Bylaws, and Covenants, Conditions, and Restrictions, and your agreement to abide by them in full.

APPLICANT'S SIGNATURE: _____ DATE: _____

FOR ARCHITECTURAL CONTROL COMMITTEE USE

<u>MEMBER NAME</u>	<u>SITE VISIT DATE</u>	<u>APPROVED DATE</u>	<u>NOT APPROVED DATE</u>
_____	_____	_____	_____
_____	_____	_____	_____

Reason(s) for not approving (Please make changes and resubmit):

1ST Req - Notification Date: _____ Initials: _____ 2nd Req - Notification Date: _____ Initials: _____

SUNWOOD LAKES HOMEOWNERS' ASSOCIATION ACC PROCEDURES and IMPROVEMENT GUIDELINES

The following terms and conditions are applicable to all improvements proposed within Sunwood Lakes to facilitate planning by lot owners and to enable the Architectural Control Committee (ACC) to evaluate proposals to improve lots or modify existing structures. **The Sunwood Lakes' covenants and bylaws should be reviewed by the lot owner prior to submitting a proposal.** Those covenants and bylaws are fully incorporated herein by the reference.

ACC Procedures

1. All improvements must be documented through one of the approved ACC forms.
2. When requests are received at the office, an ACC member will make sure the form is complete, including the signature and deposit money if required, and then fill in the date received and initial. If it is not complete, the homeowner will be notified that it was not accepted and the additional elements required to be completed.
3. Completed forms are then given to an ACC member for review. **The ACC has 30 days upon receipt of a completed form to notify the initiator of approval or disapproval.**
4. ACC members will arrange a meeting time to conduct site visits. The homeowner will be contacted.
5. For **approved activities**, an ACC member will follow up with an initial phone call to notify the homeowner of the approval. The original form with all signatures and written comments will be filed.
6. For activities that are **not approved**, an ACC member will contact the homeowner explaining the reasons why the activity was not approved. The original form with all signatures and written comments will be filed.

Improvement Guidelines

1. Fence
 - a. Fence location must be within your property boundary. It is the owner's responsibility to accurately determine your property line. It is customary to construct the fence six inches inside your property line.
 - b. The fence should blend with the natural character of the community.
 - c. Acceptable materials are wood, chain link, and possibly a combination of wood and heavy gauge wire. Light gauge and chicken wire are not acceptable.
 - d. Fence height is limited to three feet from the front property line back 25 feet toward the front of the house. After the first 25 feet, fence height may be up to six feet to the back property line. The ACC may approve a staggered height if it compliments the appearance of the property.
 - e. A fence cannot block the view of a neighbor. Preservation of view rights can be an issue, especially if a fence would block a view of the lake.
2. Trees/Landscaping
 - a. The rural woodland character of Sunwood Lakes is a vital part of the value of the development and the property of its members. Maintaining the wooded nature of the building sites, green belts, and public areas is in the best interest of all members.
 - b. It is the policy of the ACC and the board of trustees that trees, not constituting a hazard, obstruction, or long term maintenance problem to an improvement, shall be retained. Plans submitted should include a denotation of trees to be maintained and all such trees should be marked or tagged, on site, at the time the proposal is submitted, for review by the ACC.
 - c. Landscaping must be presented at the time the plans are submitted and must be completed when the improvement is finished
3. Common Areas
 - a. Common areas belong to Sunwood Lakes Homeowners' Association and shall be maintained in a manner that retains the woodland character of the development while allowing reasonable and controlled access for reserve septic systems.

- b. For new home construction, there is a \$500.00 security deposit due before construction begins. The entire security deposit shall be returned if the common area is restored to an acceptable condition, in the sole discretion of the ACC, within 30 days following completion of the improvement. Failure to restore the area will result in forfeiture of the security deposit, but shall not limit any other remedies available to the Sunwood Lakes Homeowners' Association.
3. Improvements - Houses are the reason that the Sunwood Lakes development exists. Standards shall be developed and enforced not to preclude development, but to guide such development so that the woodland character of Sunwood Lakes is preserved, while recognizing the property owners' rights to individual expression.
 - a. Houses built in Sunwood Lakes must include a minimum living area of 1200 square feet. The ACC may waive this requirement for good cause shown. Prior to granting such a waiver, the ACC may consult available authority, impacted members and the Board of Trustees.
 - b. Materials
 - i. Exposed siding on all improvements shall be constructed of wood or vinyl. Aluminum siding is not accepted.
 - ii. Roofs may be constructed of asphalt composition, tile or composite tile, wood shakes, or standing seam metal with a roof pitch of at least 8/12. Metal roofing must be 24 or 26 gauge with no exposed fasteners.
 - iii. All exterior colors utilized on homes and roofs in Sunwood Lakes shall be "earth tones" in keeping with the woodland nature of the development. Color chips will need to be submitted with the plans.
 - c. All designs must be compatible with the existing structures in the area and with the woodland nature of the development as a whole. The ACC may withhold approval if the proposed improvement will be detrimental to the community because of the grading and drainage plan, location of structure(s) or components of a structure, shape, height, style, appropriateness, material used thereon, or landscaping plan.
 - d. Construction of any approved improvement shall be substantially completed (including exterior painting or staining) within ten months of approval or the approval shall be revoked. Commencement of construction begins on the date the plans are approved.
4. Within 30 days of approval of the plans for new construction, the lot owner shall pay to the Sunwood Lakes Homeowners' Association a water connection charge of Two Thousand Dollars (\$2,000.00) and all other fees and assessments owed to the Association. Water service shall not be provided until all such fees are paid.
5. The use of temporary covers must be approved for the storage of a car or recreation vehicle only. It must be kept in good repair and the location must be approved by the ACC committee.

Any violation of the terms and conditions herein or the terms of the covenants or bylaws shall be a basis for denial or recession of any approval by the ACC.

The Sunwood Lakes Homeowners' Association shall have all legal and equitable remedies available for any breach of the agreement, the covenants or bylaws, including the right to enjoin any act that may violate this agreement, the covenants or bylaws. If any action is commenced, whether by litigation or otherwise, to enforce the terms and conditions of this agreement, the covenants or bylaws, Sunwood Lakes Homeowners' Association shall be entitled to recover its costs and attorney fees, if it reveals in any such action.