

# **SALT AIR VILLAGE HOMEOWNERS ASSOCIATION**

## **Application for Architectural Modification or Improvement to Existing Landscape or Structure**

**IF YOU HAVE ANY QUESTIONS ABOUT THIS FORM, OR WHAT IS REQUIRED FOR YOUR PROJECT, PLEASE CONTACT THE CHAIR OF THE ARCHITECTURAL COMMITTEE.**

NAME:

UNIT NUMBER:

PHONE:

EMAIL:

CONTRACTORS INFORMATION:

START DATE:

COMPLETION DATE:

Salt Air Village Homeowners Association Documents require exterior changes to your home and/or property be approved by the HOA before any work begins. Some examples of exterior changes that must be approved by the HOA include:

- Roofing – includes new or re-roofing
- Exterior Repairs/Painting – includes trim, doors, fascia, body of home, etc.
- Driveways, Walkways & Patios – includes stone, shells or pavers
- Landscaping – addition or removal of: trees, shrubs etc.
- Fences – repairs or new installations
- Additions – rooms, porches, etc.
- Windows – new installations or replacement
- Sheds – Repairs or new installations
- Electrical - exterior lighting, ect.

In the space below or on an attached page, give a description of the alteration, improvement, addition or other change you would like to make to the exterior of your home (to avoid delays, be as clear and detailed as possible). Please include such detail as the dimensions, materials, color design, location and any other pertinent data. Please attach to this application the items based upon your improvements as listed on the attached Checklist.

The homeowner is responsible for complying with all building codes and zoning requirements. After ARC approval is granted, then the homeowner shall obtain any necessary permit(s) issued by the town. Once obtained, please forward a copy of permit(s) to the Architectural Review Committee.

## HOMEOWNER AFFIDAVIT

I have read, understand and agree to abide by the Covenants and Restrictions of the Association. I understand and in return for approval, I agree to be responsible for the following:

1. To comply with all state and local building codes;
2. To comply with HOA conditions of acceptance (if any);
3. To complete the project according to the approved plans. If the modification is not completed as approved, said approval can be revoked and modification shall be removed by the owner at owner's expense

I also understand that the HOA assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition; for soil erosion of incompatible or unstable soil conditions, for mechanical, electrical or other technical design requirements for the proposed construction, alteration or addition; or for the performance, workmanship or quality of work of any contractor or of the completed alteration or description.

I understand that in the event my application is denied, I have 7 days to appeal the decision. Modifying / improving my structure or landscape without approval may result in court action by the Association. In such an event, I shall be responsible for all reasonable attorney fees.

Date of Request

Print Name of Homeowner

Signature of Homeowner

Signature of ARC Committee

Approved/Pending/Denied subject to the following terms and conditions:

## CHECKLIST FOR IMPROVEMENTS

To expedite your request, please include the information listed below for the specific category. The Architectural Review Committee reserves the right to ask for additional information as needed.

- Exterior Repairs
  - Describe your project with as much detail as possible
  - Include pictures of all sides of your unit, regardless of the location of repairs
- Painting (Exterior) -
  - Proposed House Color, Accent Color, Trim/Fascia Color
  - Provide daytime photo of unit
- Driveways, Walkways, Ground Level Decks and Patios
  - A detailed drawing of YOUR exclusive use area indicating the location and size with respect to property lines & existing improvements  
(A drawing of your Exclusive use area can be found at the Barnstable Registry of Deeds, within the master deed)
  - Type of materials (pavers, concrete, shells, wood ect.)
- Roofing/Siding/Windows
  - Provide roof Type and color
- New/Full Replacement Fences – Must be split rail or picket and may not exceed 4 feet in height
  - A Certified Stamped Survey of your exclusive use area, indicating the location with respect to property lines & existing improvements.
  - Exclusive use area is to be staked out by a LICENSED SURVEYOR
  - Have the management company notify all abutors, provide email confirmation from the management company.
  - Details on the type of fence, including materials, height, color/finish
  - Picture of proposed fencing style
  - Location and swing of gate(s)
- Additions/Major Repairs
  - A Certified Stamped Survey of your exclusive use area of your EXISTING footprint showing all setbacks
  - A Certified Stamped Survey of your exclusive use area of your PROPOSED footprint showing all setbacks
  - Architectural drawing including floor plan, height and elevation views of all sides (drawn to scale)
  - Exterior materials and colors