

CYPRESS ISLAND HOA, INC.
INSTRUCTIONS FOR INTERIOR/EXTERIOR ALTERATION APPLICATION

Please consult the Association Architectural Standards before filling out this application

Include all applicable information on application:

- Note the address of the owner(s) if they are not a resident(s) at the address of the proposed change.
- Acknowledgment of homeowner, who is most directly affected, because of being adjacent to/or having a view of the change, must be supplied. SIGNATURE indicates an awareness of applicant's intent and DOES NOT CONSTITUTE OR INDICATE APPROVAL OR DISAPPROVAL.
- The application form must also be signed and dated by the applicant.

Describe in full detail and attach exhibits, i. e., sketches, drawings, photographs, pictures, or catalog illustrations:

- List materials to be used.
- List color of materials to be used.
- Indicate location of change on a plat of your property.
- Contour lines will be required where drainage is a consideration.
- Estimated start and completion date (from date of approval).

If the alteration is a change of paint color:

- Attach a sample of the paint or stain color.

If the change is for a structural alteration:

- Attach completely drawn scale drawing(s) or architectural plans.
- Exterior alteration must be compatible in design and color with existing structure.
- Exterior lighting must not produce a glare and not be sodium vapor.

NOTE:

- Any incomplete form will be returned for clarification and/or completion.
- Remember, the more complete the description of the proposed change, the faster the application can be reviewed. The ARC members are available to answer questions.

Use the checklist below to describe your proposed change(s), where applicable. NOTE: the workmanship category is provided to identify how your change(s) must be made.

Design and Construction Details

- description of materials: _____

- drawings/plans/pictures (attach to application): _____
- elevations (front, side and back plan views) attach to application: _____

Location

- site and/or plat plan with existing and new conditions: _____

Scale

- Size and proportions: _____

Color

- Samples: _____

Workmanship

- National, New Hanover County and Wilmington Codes
- Required permits
- Quality of workmanship

Timing

- Schedule: _____

1-18-06

CYPRESS ISLAND INTERIOR/EXTERIOR ALTERATION APPLICATION

OWNER'S NAME: _____

LOT# OF PROPOSED CHANGES: _____

MAILING ADDRESS OF OWNER (if not resident): _____

PHONE:(h) _____ **(w)** _____ **(u)** _____

Description of desired Change(s) Details To Be Filled In On Reverse Side/Separate Sheet: _____

Acknowledgment of homeowner most affected by/adjacent to the change

Lot #: _____ **Signature:** _____

Date _____

Your signature indicates an awareness of the Applicant's intent and does not indicated approval or disapproval. If you have any concerns about this application, contact a Member of the Architectural Review Committee.

NOTES:

1. Nothing herein contained shall violate any of the provisions of building and zoning codes of Wilmington/New Hanover County, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said reconstruction.
2. The building ordinance of the Wilmington/New Hanover County requires that you file plans with the building inspector for construction requiring a building permit.
3. I understand and agree that no work on this request shall commence until written approval of the Architectural Review Committee has been received.
4. I understand that any construction or external alteration undertaken by me or on my behalf before the approval of this Application is not allowed and that if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay for all legal expenses incurred.
5. I understand that members of the Architectural Review Committee are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project, and that such entry does not constitute a trespass.
6. I understand that my approval is contingent upon construction or alterations being made in a workman-like manner.
7. Committee decision is required on all applications within thirty (30) days of receipt of completed application.
8. It is understood that I am aware of the Cypress Island Association standards in regards to the review process as established by the Board of Directors.
9. The alteration authority granted by this application will be revoked automatically if the alteration request has not commenced within 45 days of the approval date of this application and/or completed by the date specified by the ARC.
10. When any addition is permitted to be located in an easement area, it is with the understanding that removal may be required in order to perform maintenance in the easement area, and that such additions will not be replaced by the association, its successors or assigns.
11. I certify that the work described herein does not encroach onto any common area or onto any limited common area for which I have no responsibility.
12. I understand that I am solely liable for any cost of maintaining and/or repairing the approved project. Furthermore, I hold harmless the HOA and its Board of Directors for any damages to the building and common areas incurred by my work. I have sole responsibility and liability.
13. Construction hours are weekdays from 8:00 A.M. to 7:00 P.M., Saturday from 8:00 A.M. to 5:00 P.M. and no construction on Sundays.
14. Association common areas will be kept clear of construction debris and materials
15. Every application will be reviewed and assigned a "to be completed by" time frame, depending on the job request.

SIGNATURE: _____ **DATE:** _____

A copy of this application will be returned to you after review by the Architectural Review Committee.

ARCHITECTURAL REVIEW COMMITTEE

Remarks: _____

Action: _____ **To be completed by:** _____

Signature: _____ **Date:** _____