

Skybrook Ridge Townhomes HOA Architectural Request Form

Name: _____ Date: _____
Address: _____ Daytime Phone: _____
Email address: _____

Type of Modification:

Fence Flowers
 Awning Satellite
 Storm Door Other (describe) _____

Who will be performing work? Contractor _____ Homeowner _____
Estimated start date: _____ Estimated completion date: _____

As the owner of a townhome at Skybrook, you are permitted to make only the architectural changes that are outlined below, but you must receive approval before installation. Please submit this form to Key Community Management for approval. Please refer to the Skybrook Ridge Townhomes Covenants, Conditions and Restrictions for additional details about this process.

A copy of your physical survey must be included with this form, showing the location of the requested item(s) placed in their location and with relevant dimensions.

Permitted Architectural Changes

Fencing

Fencing must be identical to that originally installed by the builder and is limited to enclosure of the existing patio. The Association will provide you with the specifications for the fence. No yard maintenance is done by the Association inside fenced areas. Homeowners must maintain this area once it is fenced.

Awnings

One type of awning is approved, and must be installed at the rear of the unit. The source is Glen Raven Custom Fabrics, and the product line is called Sunbrella. It is retractable with a solid linen cover, style #4633. You may go to their web site at www.sunbrella.com for details, or call the store at 336-221-2211. Repairs and replacement of awnings is not the responsibility of the Association. If an awning is not maintained, the Association will have it removed at the homeowner's expense.

Storm Doors

One style of storm door is approved for the front door. A recommended source is Larson Doors or equal, and the style number is Classic Elegance model 349-52 in nickel and 349-04 in brass. The finish must match the exterior door hardware. Go to www.larsondoors.com for details. The rear door can have a screen. Recommended source is also Larson Doors or better. Repairs and replacement of storm doors is not the responsibility of the Association. If a storm door is not maintained, the Association will have it removed at the homeowner's expense.

Flowers

Homeowner's are allowed to plant seasonal flowers with approval. Please submit details about the type, quantity, and location of the flowers.

Satellites

Satellite receiving dishes cannot be installed without prior notification to the Architectural Review Committee. Installation locations will generally be limited to the rear of the units. An Antenna Placement Notification Form is enclosed which must be used when submitting a request for a dish.

Fees

Any filing fees associated with recording of architectural changes, including attorney's fees, will be the responsibility of the homeowner.

Architectural approval by the HOA does not **supersede** approval by Town, County or local municipality building codes or zoning. All required building permits and zoning submittals are the responsibility of the homeowner prior to commencing construction.

The Architectural Review Committee reserves the right to request additional information. Any requests that require additional information are automatically denied. When a completed form with all required information is received the review process begins. Requests for multiple changes should be submitted separately. The Architectural Review Committee has 30 days to render a decision. Please mail all requests to: Skybrook Ridge Townhomes HOA, c/o Key Community Management, 1201 Stallings Road, Matthews, NC 28104, or fax to 704-321-1552. Call us with any questions at 704-321-1556.

*******Architectural Review Request Response*******

Reviewed by: _____ Date: _____
Reviewed by: _____ Date: _____

Approved as submitted: _____ Disapproved: _____

Noted: _____
