

CROOKED CREEK ASSOCIATION

**ARCHITECTURAL CONTROL STANDARDS
AND
SPECIFICATIONS**

ORIGINAL - OCTOBER, 1998

UPDATED - MARCH, 2003

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ARCHITECTURAL SUBMITTAL AND APPROVAL PROCESS

Each homeowner has the responsibility to complete an Architectural Request Form prior to making any changes, additions, or deletions to the exterior of their home or property. The process will be the same for all submittals with the required details varying depending upon the type of change.

Items to be submitted:

1. Architectural Request Form completed in its entirety.
2. Plot plan outlining the position or placement of the change or additions.
3. Drawings / plans showing the construction of the change or addition.
4. Samples of paint, siding, or any other items that may be helpful in making a decision.

Submit your completed Architectural Request Form to the management company for initial review. Incomplete submittals will be returned to the homeowner.

Completed submittals will be forwarded to the Architectural Control Committee representative prior to the next scheduled meeting for review and site visit.

A homeowner who wishes to meet with the Architectural Control Committee should contact the management company to be placed on the agenda for the next scheduled meeting.

The management company will complete a standard response letter indicating the final decision. Approval of any submittal or portion thereof does not ensure approval of similar submittals, as each submittal will be considered on its own merits. Any alterations/deviations may require resubmittal. Please contact the management company for more information.

Reminders:

1. Construction cannot begin without written approval.
2. Wake County building permits may need to be obtained and will be the responsibility of each homeowner.
3. Allow sufficient time for processing and approval in planning for construction.

An administration fee of \$75 for after-the-fact architectural requests will be assessed to any property owner who begins physical construction or landscaping activities before an appropriate architectural request is approved. This fee is in direct recognition of the extra costs to the association of employing the community manager to mandate compliance by a specific individual member who ignores the architectural process. It is inappropriate to spread the costs incurred when a specific member ignores their personal responsibilities to all of the members who follow the architectural process. If physical work on the property, related to any activity described in these guidelines requiring approval, commences before an appropriate request is approved, this administrative fee becomes immediately due and collectable. This after-the-fact administrative fee is not refundable independent of the ultimate outcome of any associated request. If necessary, this fee will become an obligation directly associated with the property and will be collected in accordance with normal assessment collection policies.

APPEALS

The homeowner may appeal a denied submittal by submitting a written request for reconsideration to the Board of Directors. Specific, detailed information should be included that clarifies why the submittal should be reconsidered. The homeowner may request a meeting with the Board of Directors to discuss the submittal. Please contact the management company to be placed on the agenda for the next Board of Directors meeting.

ADDITIONS AND STRUCTURAL CHANGES TO HOMES

All external additions or structural changes to homes must have architectural approval before construction begins. This includes, but is not limited to, new rooms, porches, garages, carports or attached structures. Changes to windows, doors, or chimneys/fireplaces require approval.

Normal maintenance to preserve the structure in its original state does not require architectural approval.

Information required in submittal:

1. Plot plan showing the location of the structure and distance from any lot lines, as well as the location of any existing trees that may need to be removed to complete the addition.
2. Elevations showing the planned appearance of the structure.
3. Description of materials to be used including siding, paint colors and shingle samples if applicable.

Guidelines:

1. No addition shall encroach upon the setbacks for the lot as listed in the covenants.
2. Additions should match the house color and style as much as possible.
3. Any building permits needed are the responsibility of the homeowner.

CLASS "A" VIOLATION

ANTENNAS – RADIO/TV AND SATELLITE DISHES

All exterior-mounted radio/TV antennas require architectural approval. Information required in the submittal include a (1) plot plan showing location of antenna, and (2) description of plantings used to camouflage the antenna.

Antennas located in the attic do not require approval.

Satellite dish installations do not require approval; however, the following guidelines are recommended for aesthetic purposes. The purpose and intent is to minimize any health and safety hazards created by mounting satellite dishes on residential buildings, to control the location and screening of satellite dishes to lessen any impact on surrounding properties and to preserve the attractiveness and character of the Crooked Creek Subdivision.

1. A satellite dish, which meets size requirements, may be located on any lot zoned for residential use in the Crooked Creek Association provided that it meets the following requirements, per government guidelines issued 11/11/02.
2. Satellite dishes more than twenty-four inches in diameter are not allowed.
3. Satellite dishes located within ten (10) feet of side or rear property lines, yard setback requirements, or buffer areas are not recommended.
4. Satellite dishes located closer than thirty (30) feet of a street right-of-way is not recommended.
5. Satellite dishes installed at ground level should be screened so the dish is not visible from any street or neighboring property. The screen shall consist of live evergreen screening. Any tree removal required must adhere to tree removal restrictions. All wiring shall be properly buried.
6. Satellite dishes may be located on the roof of a building provided that the dish is not on the portion of the roof facing the street, and the highest point of the dish is no higher than the peak of the roof. The dish should be painted to match the color of the shingles on the roof.
7. Satellite dishes may be mounted on the back or on the side of the homeowners building; however, it is not recommended on the front. If mounted on the side or back of the building, dishes shall not be placed within ten (10) feet of the front of the dwelling. The dish should be painted to match the primary color of the building.

CLASS “C” VIOLATION

AWNINGS

All awnings require architectural approval.

Information required in submittal:

Plot plan showing location of awning

Elevation showing location of awning

Description and sample of material(s) to be used

Guidelines:

1. Fabric must blend with color of house.
2. Awning material must be fabric.
3. May be either retractable or stationary.
4. Any wood structure must be same color as house or deck.
5. Upon deterioration, the awning will be repaired or replaced within a reasonable time.
6. Must be attached to house, not free standing.

CLASS "B" VIOLATION

BASKETBALL GOALS

Basketball goals mounted in the backyard.

Items not requiring architectural approval:

1. Basketball goals mounted on the house over the garage or on poles located on edge of driveway pad.
2. Portable basketball goals may not remain in cul-de-sacs overnight. Town/County ordinances may prohibit playing in the street, including cul-de-sacs.

Information required in submittal:

1. Plot plan showing location of basketball goals.
2. Picture or description of item.
3. Description and placement of screening.

Permanent and portable basketball goals are not allowed along the street right-of-way.

CLASS "C" VIOLATION

CLOTHESLINES

Permanent exterior clotheslines are prohibited.

CLASS "C" VIOLATION

DECKS, PATIOS, ARBORS AND SCREENS

There are no predetermined styles for decks or patios. All new decks, patios, arbors, screening and under-deck enclosures including associated landscaping require architectural approval. Any appearance change or addition requires architectural approval.

Deck Materials:

1. Deck materials are generally pressure treated wood and must be weather resistant.
2. The types and treatment of wood shall be like that of fences.
3. Posts may be made of brick, pressure treated wood or other suitable materials.
4. Include any landscape plan / screening of the area underneath the deck.

Patio Materials:

1. Concrete slabs, smooth finish
2. Bricks with a sand fill or grout
3. Stone with a sand fill or grout
4. Include any landscape plan with your request for the area around the perimeter of the patio

Height of deck, arbors, and screens:

1. Decks should be of a reasonable height for their intended purpose.
2. Arbors should be no higher than eight (8) feet above the deck surface.
3. Freestanding deck screens, i.e., lattice shall not exceed five (5) feet in height.
4. Screens as part of an arbor may extend to the arbor.
5. Area under the deck must be screened from view of neighboring lots and/or Golf Course.
6. If plant screening is used, it must obscure the area underneath the deck within a 3-year time span.

Location and Restrictions:

1. Patios should be located behind the house, but may not extend beyond house corners, or be freestanding in other areas of a backyard.
2. Decks shall not extend outward beyond the rear corners of the building line.
3. Obstruction of views or breezeways of adjoining properties will be given consideration in all cases.
4. The construction of decks or patios within a buffer area will not be allowed.
5. Only exterior materials comparable to those on existing structures and compatible with the architectural character of the community will be approved.
6. All permits and building codes must comply with the Wake County Regulations.

Information required in submittal:

1. Plot plan showing the location of the deck and patio, in relationship to other structures and property lines.
2. Elevation drawing(s) showing style of deck and patio, including railing, steps, etc.
3. Description of materials used, including samples of stain or paint, if applicable.
4. Landscape plan for the area around the perimeter of the deck/patio to include the screening of the area underneath the deck.

CLASS "A" VIOLATION

DETACHED STRUCTURES

All detached structures require architectural approval prior to construction. Examples include, but are not limited to; storage sheds, potting sheds, greenhouses, garages, and carports.

Information required in submittal:

1. Official plot or survey showing lot boundaries and existing building with the proposed structure.
2. Two elevations of the proposed construction showing the proximity to the residence.
3. Description of materials to be used including color samples.
4. Description and location of any trees to be removed.

Guidelines:

1. Permanent structures must be installed to be as inconspicuous as possible and should be placed out of view of any street. It cannot be placed any closer than ten (10) feet to the adjoining property lines. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit.
2. Structures shall match the house in color and style, i.e., gable roof, horizontal siding.
3. No metal sheds are allowed.
4. No structure shall infringe upon the setbacks for the lot as listed in the covenants.
5. All structures must be properly maintained.
6. The Board of Directors may restrict the placement of detached structures along golf courses, lakes, ponds, and greenways (if such amenities exist within your association).

CLASS "A" VIOLATION

DRIVEWAYS AND PARKING PADS

All driveways and parking pads or changes to the original design require architectural approval, prior to construction.

Location and Restrictions:

1. No parking of motor vehicles, trailers, camping trailers and recreational vehicles on soft surfaces.
2. Driveways and vehicle parking pads must be concrete. Other types of pads, i.e., brick, stone, etc. shall be reviewed on an individual basis. Aggregate base, thickness, reinforcement, etc. should comply with good construction practices.
3. Close attention must be paid to structure placement, setbacks and encroachment onto buffer areas, association owned common property and neighboring lots.

Information required in submittal:

1. Plot plan showing location of driveway or parking pad.
2. Elevation drawing(s) showing the measurements of the parking pad such as length, height, and width as well as any landscaping that will be added along the perimeter.

CLASS "A" VIOLATION

FENCES

All fences require architectural approval prior to construction.

Styles: Stockade fences must be constructed in a Scalloped or Rainbow design, with decorative exposed posts.

Color: Color must be natural or natural wood color stain. Painted fences are strictly prohibited.

Materials: Fence itself must be wood only. All types above may be either cedar, redwood, or treated pine lumber. No metal, wire, chain or concrete fences are allowed.

Height: The maximum height allowed is five (5) feet measured from the ground to the top of any portion of the fence, including decorative posts.

Location:

1. The fence location shall not extend beyond midway of the front and rear of the dwelling.
2. All fences must be constructed on the property line, except where there are setback and live screening requirements. Note: No fence may be constructed on a lot closer than fifty (50) feet to the boundary of any part of the Golf Course and all such fences must be screened from view from the Golf Course side of the fence.
3. Fences that face a street must have live screening planted along the exterior of the fence. Planted screening must obscure the fence within a three (3) year time span. The homeowner must maintain planted screening.
4. Property owners are cautioned that building a fence that infringes on easements or access of right-of-ways may result in destruction or removal of the fence. Such construction is done entirely at the risk and expense of the property owners.
5. Existing topography and landscaping within a buffer shall not be disturbed except with the approval of the Architectural Control Committee. Construction within a buffer area may also require approval from Wake County.
6. A top-down map (surveyor's plat) to indicate the exact location of the fence in relation to the house and property lines is required with the dimensions, elevations (side view) and gate location.
7. Setback may be required for the sake of landscaping.

Landscaping must be included with the submittal.

Construction details require all hardware to be galvanized, posts to be set in concrete, and finished side of fence must face the adjoining lots.

FENCES – Continued

Process:

1. Each installation will be examined on its own merit. No previously approved installation shall constitute establishing a precedent for approval.
2. No construction shall begin without written approval from the Architectural Control Committee.
3. Allow enough time for processing and approval in planning for construction.

CLASS “A” VIOLATION

LANDSCAPING

After initial construction, removal of a tree with trunk diameter exceeding six (6) inches at a height of four (4) feet above ground level requires architectural approval. Other types of landscaping that are structural or change the contour of the land or are adjacent to a property line, or obstruct a neighbor's view require architectural approval.

Items not requiring architectural approval:

1. Landscaping of a minor nature such as naturalizing an area of the yard or adding low growing shrubs and bedding flowers provided they do not encroach upon neighboring properties.
2. Removal of a tree that is dead or diseased or poses an imminent threat or danger to persons or property.

Information required in submittal:

1. Plot plan showing quantity and location of plants
2. Description of plants
3. Drainage/runoff proposals, which detail any landscape plan that may change the flow of any drainage/runoff, shall be submitted with a plot plan and the drawings showing the present drainage/runoff with the proposed change in the drainage/runoff flow. If the proposed plan requires a permit from the Corp of Engineers, Wake County, or any governmental agency, a copy of the permit must be provided with the request. This includes, but is not limited to anything that affects lakes, streams, creeks, buffers, and wetlands.
4. Retaining walls five (5) feet or greater in height require an Engineer's stamp of approval for structural integrity.

Guidelines:

Hedges and Screen Plantings

1. No hedge or screen planting shall be erected on any lot closer to the front lot line than the front of the house.
2. Hedge or screen plantings, which form a barrier between properties, should have (a) agreement for maintenance access, and (b) setbacks to allow for plant growth.

No changes or modifications can be made to Common Property without prior written approval from the Board of Directors.

CLASS "B" VIOLATION

LAWN DECORATIONS, ORNAMENTS, OUTSIDE LIGHTING, SIGNS, FLAGS

Lawn ornaments, free standing flagpoles, lantern poles, floodlights, security lights, and fishponds all require architectural approval.

Items not requiring architectural approval:

Decorations including holiday decorations, landscape or accent lighting, wall-mounted flags and lanterns, and signs, i.e., for sale, for rent, garage sale, yard sale, political campaign signs, etc. are allowed as long as they are removed within a reasonable amount of time.

Information required in submittal:

1. Plot plan showing location of item.
2. Picture or description of item.

Guidelines:

Every effort should be made to not disturb or adversely affect neighbors particularly with the installation of flood and security lights. The committee reserves the right to require a homeowner to remove an item if surrounding homeowners complain and if, upon inspection, the Architectural Control Committee considers, in their sole discretion, the item unsightly or a nuisance.

Commercial advertising signs are prohibited.

CLASS "C" VIOLATION

MAILBOXES

All mailboxes or replacement of deteriorating installations shall conform to the approved mailbox standards.

Any changes made to the mailbox (hanging or attached) must be submitted to the Architectural Control Committee for approval. For example:

1. Hanging plants
2. Flags
3. Decorated covers placed over the mailbox

Planting around the base of a mailbox is allowed, provided that the guidelines for landscaping are followed.

The mailbox post and house number plate shall be maintained in a good state of repair. Maintenance of the mailbox and post is the responsibility of the property owner.

CLASS "C" VIOLATION

MAINTENANCE

It is the primary responsibility of each homeowner to maintain their property in a way that does not detract from the overall beauty of the community. It is hoped that each homeowner will take this responsibility seriously, as this can severely affect the value of all properties.

Following is a list of areas that should be reviewed on a regular basis to insure that your home is in good repair:

1. Shrubbery, Trees, and Lawns
2. Flower Beds, Landscaped/Natural Areas
3. Exterior Decorative Lighting
4. Driveways, Sidewalks and Steps
5. Decks and Patios
6. Fences
7. Play Equipment
8. Roofing
9. Wood
10. Paint and Stain
11. Garbage Can Storage
12. Mailbox and Post

Deterioration:

If at any time, the Board of Directors is made aware of a property that has deteriorated to the point that it is affecting the aesthetics of the Community; the Management Company will make a site inspection.

Based on the severity of the deterioration, the homeowner will be given a specified length of time to make the necessary repairs. If after that time, the repairs have still not been made, the Board of Directors may be forced to take action that is more strenuous.

CLASS "B" VIOLATION

PAINTING OF EXTERIOR OF HOUSE OR STRUCTURE

Changes to existing colors require architectural approval. Color samples must be included with the submittal.

Brick finishes are required to remain unpainted except to match any existing painted brick house color.

Items not requiring architectural approval:

Periodic re-painting and re-staining with the existing color for maintenance.

CLASS "A" VIOLATION

PARKING

No industrial or commercial type trucks, tractors, or inoperable vehicles may be regularly parked on the lot or on common property or within any right-of-way of any street in or adjacent to the Subdivision as written in the Declaration of Covenants.

No automobiles, trucks, vans, motorcycles, travel trailers, campers or other trailers or any other apparatus designed for movement over and upon streets or highways shall be regularly parked on the streets within or adjoining the property. (Refer to Covenants)

Neither a motorboat, houseboat or other similar waterborne vehicle, nor any airplane, nor any travel trailers, other trailers, or "camper" vehicles, i.e., RV, pop-up campers, etc. may be maintained, stored or kept on any portion of the property, except in (a) enclosed garages, (b) in area(s) specifically approved and with screens or covers as specifically approved by the Architectural Control Committee.

CLASS "C" VIOLATION

PETS, PET HOUSES AND PENS

No animals, exotic animals, livestock, or poultry of any kind shall be raised, bred, or kept on any lot, except as follows:

Dogs, cats, or other household pets may be kept, provided that they are not bred or maintained for commercial purposes. In no event shall more than three (3) dogs and/or three (3) cats be regularly kept on any lot. All laws and ordinances of the Wake County, State of North Carolina Animal Control Ordinances, and other governing agencies must be adhered to regarding pets.

Guidelines for Pets in the Community:

1. Pets are not allowed in the Playground, Pool, and Tennis Court Areas.
2. Pets must be leashed when outside property lines.
3. Pet noise levels must be kept to a minimum.
4. Cleaning up and disposing of pet waste is required in all areas.

Guidelines for the Housing of Pets:

1. Pet pens will not be permitted. Fencing will be allowed with the guidelines for fences. Architectural approval must be obtained before placement of any fencing.
2. Chain link and metal fencing are prohibited. Fencing type must be one of the approved styles.

CLASS "C" VIOLATION

PLAY EQUIPMENT

SWING SETS, PLAY HOUSES, JUNGLE GYMS, TRAMPOLINES

The Architectural Control Committee must approve all permanent play equipment prior to placement.

Information required in submittal:

1. Plot plan showing location of play equipment and distance from the property lines.
2. Drawings or pictures of the play equipment to be placed.

Guidelines:

1. Play equipment must be natural; painting is prohibited. No metal play equipment will be allowed.
2. Permanent play equipment must be installed as inconspicuous as possible and should be placed out of view of any street. It cannot be placed any closer to the adjoining property lines than ten (10) feet. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit and safety consideration.
3. The Architectural Control Committee reserves the right to request that a homeowner remove play equipment if surrounding neighbors complain about disrepair. A site inspection will be conducted by the management company to verify if the complaints are valid and if action needs to be taken.
4. Screening may be required along the property lines in order to block the view and/or noise from neighboring lots. Landscape plans must be provided with the submittal.
5. Non-permanent play equipment must be placed inconspicuously so that it does not detract from the neighborhood surroundings and meets setback requirements.
6. Movable plastic play equipment is allowed provided that it is stored when not in use.
7. Play equipment may not be placed closer than fifty (50) feet to the boundary of any part of the Golf Course and must be screened from view from the Golf Course.

CLASS "B" VIOLATION

SKYLIGHTS AND ATTIC FANS

The addition of a skylight or attic fan that changes the exterior of the roof requires architectural approval.

Information required in submittal:

1. Plot plan showing the location of the addition.
2. Description of style, size, and materials to be used.

Guidelines:

The addition of a skylight or attic fan must be located on the section of roof facing the back of the lot.

CLASS "A" VIOLATION

SOLAR COLLECTORS

All solar collectors require architectural approval.

Information required in submittal:

1. Plot plan showing visibility from streets and neighboring lots.
2. Drawing showing the location of the unit on the roof.

Guidelines:

1. Solar collectors must be installed to be as inconspicuous as possible.
2. Whenever possible, collectors should be placed on the rear of the home or on the side, which has the least public exposure.
3. Collectors should be attached only to the roof, not free standing, or ground mounted.
4. Every effort must be taken to camouflage the plumbing and supports for the collectors. This camouflaging may require completely encasing the collectors. All metal parts should be painted to match roof coloring. There should be a minimum exposure of piping with no piping running down the side of the dwelling.
5. Any tree removal required to permit increased solar exposure to the collectors must adhere to the tree removal guidelines.
6. No topping or removal of trees on association common areas and/or greenways shall be allowed.

CLASS "A" VIOLATION

STORAGE

No trade materials or inventories may be stored on residential lots.

Temporary storage of materials for repair or remodeling projects must be discreetly placed and orderly maintained.

CLASS "C" VIOLATION

SWIMMING POOLS AND HOT TUBS

All swimming pools require architectural approval. Hot tubs, which are a permanent part of the deck and/or patio, must also be approved.

Information required in submittal:

1. Plans and specifications showing the nature, kind, shape, height, and materials.
2. Plot plan showing the location of pool or hot tub.
3. Plan for screening with fencing or live screening.

Guidelines:

1. Any wood support structure must be the same color as the house or deck.
2. Pool or hot tub cannot be located within a buffer or easement.
3. All Health Department regulations must be met.
4. Pool or hot tub must be screened from view from any street.
5. Pool and hot tub may not be placed closer than fifty (50) feet to the boundary of any part of the Golf Course and must be screened from view from the Golf Course.

CLASS "A" VIOLATION

VEGETABLE GARDEN PLOTS

Vegetable garden plots in the single-family residential areas will not require prior approval of the Architectural Control Committee, if they are wholly located in the rear portion of the lot and a minimum of ten (10) feet from the side and rear lot lines. Any tree removal required to provide space for the garden plot must adhere to the tree removal guidelines.

Architectural Control Committee approval is required for any vegetable garden plot location deviating from the guidelines.

Guidelines:

Maintenance of the garden plot is required. Excess debris will be removed at the end of the gardening season and the plot returned to a natural state. This would include stakes and any other structural additions required for harvesting the garden.

In addition, no compost piles are allowed on any portion of property located within the Subdivision.

CLASS "C" VIOLATION

VOLATIONS

The Crooked Creek Association Board of Directors has the responsibility to enforce the Declaration of Covenants for the protection of the Homeowner Association. To emphasize the importance of these Covenants and to assist in their enforcement, the Architectural Control Committee has established penalties for violations of the Architectural Control Standards and Specifications.

The following defines the steps that will be taken by the Management Company, on behalf of the Board in the event of a violation of the Architectural Control Standards and Specifications and/or Declaration of Covenants. Failure to submit an application prior to beginning the project shall be considered a violation and subject to the applicable fine for the Class type specified below and an administrative fee of \$75.00 as referenced in the Section titled, Architectural Submittal and Approval Process.

1. Notify the homeowner in writing of the violation. This notification will include the details of the violation, the action required to correct the violation, and the potential fines associated with the violation, if not corrected. If the homeowner corrects the violation within the specified time period, then there will be no fine assessed.
2. If the violation persists or reoccurs, the Board may levy fines against the homeowner. The amount of the fine varies by the type of violation. This document establishes three (3) classes of violations with the penalties that may be imposed.

CLASS "A" VIOLATION	\$500.00 per month
CLASS "B" VIOLATION	\$250.00 per month
CLASS "C" VIOLATION	\$100.00 per month

3. All fines will be assessed monthly and/or pro-rated daily until the violation is corrected. If the homeowner has not corrected the violation within the ** 30-day time period ** after written notification, the Board reserves the right to have the violation corrected and assessed back to the homeowner for the expense incurred. This is in addition to the monthly violation fine.
4. Before any fines are imposed, the homeowner will have the opportunity to attend a Hearing Meeting with the Board. The Board will make a decision after the Hearing Meeting to either enforce the violation or dismiss the violation.

All fines levied by the Board may result in a lien placed against the property, if resolution of the violation is not satisfied within the specified time period. If a lien is filed against the property, attorney fees will be imposed at this time and may result in more serious legal action until the violation is corrected.

In the event of conflicts between the Architectural Control Standards and Specifications and Declaration of Covenants, the Covenants shall control. These Standards are intended to supplement and not restrict the Declaration of Covenants for the Crooked Creek Association.

** The 30-day time period is considered the standard for resolution of all Class violations. In cases of public safety or neighbor encroachment or Golf Course regulations, this period is subject to modification as approved by the Board of Directors.

CROOKED CREEK HOMEOWNERS ASSOCIATION

c/o HRW, Inc.
1183 West Chatham Street
Cary, NC 27513

(919) 469-8661

REQUEST FOR ARCHITECTURAL APPROVAL

Submit all requests for changes or additions to HRW, inc. to the address listed above. Please attach any drawings and/or sketches that will aid in making a decision regarding your request.

PROPERTY OWNERS NAME: _____

PROPERTY ADDRESS: _____

GOLF COURSE LOT: YES _____ **NO** _____ **LOT #:** _____

TELEPHONE NUMBER: HM# _____ **WK#** _____

ESTIMATED COMPLETION DATE: _____

Narrative description of the proposed home and/or landscape improvement change or addition. Cite materials and color(s), to be used. State similarities to existing structures as appropriate. Use a separate sheet of paper if necessary.

1. Please attach drawings to this request showing all proposed improvements including relationships to existing structures, landscaping and lot lines. Two drawings or more are needed to clearly show proposed improvements including but not limited to:
 - Plot Plan – “top-down view” – the improvement should be drawn on a copy of your lot survey to show where the change will be placed.
 - Elevation(s) – “side, front, and rear view(s)” – one (1) or more as necessary.
2. Attach paint or vinyl siding samples, if applicable. (This includes black and white).
3. A permit and inspection by Wake County may be needed.

FOR HRW USE ONLY

ID#: _____ **Date Received:** _____ **Received By:** _____

- 4. When the committee reviews this request, your neighbors have the right to comment and present views about your requested improvements. This is not for their approval; it is only to make them aware that there will be changes next door. Please obtain signatures from all property owners having adjoining lot lines with your property, and all property owners who would reasonably view the improvement from their property, i.e., across the street. If the signatures are missing, the request can be denied as incomplete. If this should happen, you would need to resubmit with the required information in order to get the request reviewed for approval.

I acknowledge that the requesting property owner has shown (me/us) the architectural request form for the proposed improvement(s) described on this form. I understand that (I/we) may make verbal or written comments directly to the Architectural Review Committee.

<u>DATE</u>	<u>PRINTED NAME</u>	<u>SIGNATURE</u>	<u>ADDRESS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

THIS FORM IS NOT COMPLETE WITHOUT ALL APPROPRIATE ATTACHMENTS AND SIGNATURES.

REASON FOR THE CHANGE/ADDITION _____



I HAVE READ AND UNDERSTAND THE ARCHITECTURAL CONTROL STANDARDS AND SPECIFICATIONS RELEVANT TO THIS REQUEST _____ (PLEASE INITIAL)

Notice: You have 90 days to begin the project and another 90 days from the begin time to complete the project. The Board of Directors can only grant extensions. You must notify the management immediately as soon as the project is complete so that compliance and completeness may be verified.



ARCHITECTURAL COMMITTEE USE ONLY:

Approved _____ Conditional Approval _____ Disapproval _____

COMMENTS: _____

Signed: _____

Date: _____