

Claybrooke Homeowners' Association, Inc.

Application for Approval of Exterior Design Modification

Name: _____ Lot Number: _____
Property Address: _____
Mailing Address: _____
Home Phone: _____ Work Phone: _____ Fax: None
E-mail Address: _____

After having carefully reviewed all applicable provisions of the Claybrooke Homeowners Association Bylaws and Restrictive Covenants concerning such modifications, and concluding that such modifications are permitted under such rules, I request design approval for the following modification. I grant permission to the Claybrooke Homeowners Association Board to enter the property to consider the request and to inspect the modification during installation and upon completion.

Signature _____ Date _____

Type of Modification:

Addition _____ Porch _____ Exterior Painting _____
Deck/Patio _____ Fence _____ Pool _____
Landscape Modification _____ Other _____

Description (attach additional pages if necessary) _____

Attach details of improvements/modifications including without limitation the following information, if applicable:

1. Location (include property boundaries, drives, walks, etc. & existing trees larger than 6" diameter)
2. Size
3. Color (include paint chips, etc.)
4. Material
5. Contractor
6. Copy of property survey (plat map) with proposed changes/additions shown
7. Plans or drawings
8. Landscape Details (types of plants, quantities, additions or removal, etc.)

Estimated Starting Date _____ Estimated Completion Date _____

** Homeowners must receive written approval prior to starting date.*

The Architectural Review Committee reserves the right to request more information to clarify this request. Requests for multiple changes should be submitted separately.

Installation prior to express written Board approval may subject the owner to penalties and/or fines, including without limitation immediate removal of the modification at homeowner's sole responsibility and expense.

Return completed form to: Hawthorne Management Company
Post Office Box 11906
Charlotte, North Carolina 28220-1906
Attn: Neale Turlington

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Approval Status (for Board use only)

Name: _____ Lot Number: _____

Property Address: _____

Additional Documentation Needed:

Date: _____

Conditional Approval Pending Completion in Accordance with Plans and Specifications

Date: _____

Final Approval

Date: _____

Not Approved:

Reasoning:

Date: _____

Authorized Signature: _____