

LEMAR ESTATES TOWNHOME ASSOCIATION  
**EXTERIOR ALTERATION APPLICATION**

In purchasing your unit in LeMar Estates, you agreed to be bound by the governing documents of the LeMar Estates Townhome Association, Inc. The Association's Declaration states that you must obtain written permission if you wish to make alterations to your unit that will affect its exterior or surrounding area. To receive permission, please:

- Plan ahead. Submit your application to the Architectural Review Committee (ARC) well in advance of the date you wish to begin your alteration. This will allow sufficient time for consideration of your application.
- Fill out your portion of this form completely. Be as specific as possible. Attach any additional information (product brochures, drawings, etc.) that might assist in rendering a decision.

A copy of this application, completed by the ARC, will be returned to you. This will indicate the Committee's decision. Keep this for your records. Please understand that, unless stated otherwise, all obligations and expenses related to the installation and maintenance of approved alterations are your personal responsibility.

Your Application

Your name(s): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Please describe the alteration(s) you propose to make.

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Proposed start date: \_\_\_\_\_ Anticipated completion date: \_\_\_\_\_

If a contractor will be used, please provide name, address, and phone number.

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ARC Response

Authorized as submitted.

Authorized with the following restrictions: \_\_\_\_\_

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Rejected. Reason: \_\_\_\_\_

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ARC member signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

ARC Final Approval

(Work must be completed in accordance with authorized specifications to receive final approval.)

ARC member signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ARCHITECTURAL REVIEW GUIDELINES

**Objective.** The objective of architectural review is to maintain a pleasing, marketable curb appeal throughout LeMar Estates which includes consistency in architectural style, scale, materials, and details.

**Authority.** Section 7.11 of the Declaration gives the Board of Directors (the Board) or its appointed committee authority to establish reasonable criteria for alterations that visibly affect the Common Elements or exteriors of units. The Board has appointed an Architectural Review Committee (ARC) to develop criteria for gaining approval and for managing all aspects of architectural control.

**Alterations Requiring Approval.** You must apply for, and receive written permission, from the ARC before making any alteration that visibly affects the exterior of your unit or its surrounding property. This includes new and replacement alterations.

**Alteration Criteria.** Your proposed alteration must meet the following criteria:

- *Design.* Design must be consistent with the original design installed by the builder unless a different design has been approved by the ARC.
- *Color.* Exterior colors must be consistent with the body and trim color palette adopted by the ARC.
- *Other Structures.* Sheds are not permitted. Privacy fences, unless already existing, are not permitted, and replacement of existing privacy fences is subject to ARC approval.
- *Windows and Doors.* Replacement windows, storm doors, and garage doors must conform to specifications adopted by the ARC. Check with the ARC before committing to purchase to make sure your selections conform to ARC specs. Windows shall match originals in design and color. Window treatments such as shutters or awnings are not permitted.
- *Patios.* Patios may not be enclosed, and awnings are not permitted. Concrete shall match concrete used in original construction.
- *Landscaping.* Inground plantings and replacements shall be neat, attractive, and maintainable. Landscape rock and border shall be consistent with existing landscaping found throughout the community.
- *Other.* Alterations affecting any other portion of a unit's exterior (such as its siding, trim, fascia, eaves, or roof) are subject to ARC specifications.

**Maintenance and Financial Responsibility.** As a condition of receiving permission, you agree to assume financial responsibility for maintaining your exterior alterations in good working order and acceptable appearance. If an alteration is no longer desired or functioning, it is to be removed at your expense. If it is to be replaced, advance written permission is again required. If your unit is sold, this responsibility carries over to its new owner.

**Alteration Process.** The alteration process consists of four separate and distinct phases.

1. *Application.* Request an application form from the ARC. When completing the form, please make sure all information is provided and legible. Submit available supporting information (e.g. contractor proposals, product brochures, spec sheets, color samples) with the form and return to the ARC.
2. *Consideration.* The ARC will consider the application and render its decision in writing. Permission will either be: 1) granted as submitted, 2) granted with modifications, or 3) denied. Do not commit to a contractor proposal or purchase products until ARC permission has been granted. In most cases, the ARC will render its decision within ten (10) days.
3. *Implementation.* Once written permission has been received, the alteration may be made. Please let the ARC know if the approved timeframe needs to be adjusted.
4. *Confirmation.* Contact the ARC when the alteration is completed. An ARC member will inspect the alteration and provide final written approval when the project has been satisfactorily completed.