

Dover Ridge Homeowners Association



Dover Ridge Homeowners Association
P. O. Box 71752
Durham, NC 27722

Website: www.doverridge.com e-mail: doverridgehoanc@gmail.com

Architectural Submittal and Approval Process:

Thank you for inquiring about the Architectural procedures established by your Homeowners Association.

As a homeowner you need to be aware that it is your responsibility to complete an Architectural Request Form prior to making any changes, additions or deletions to the exterior of your home or property. The process will be the same for all submittals with the required details varying depending on 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 addition.
- 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 Architectural Review Chairman (please e-mail to doverridgehoanc@gmail.com), to perform the initial review for completeness and legibility.

Note: Incomplete or illegible submittals will be returned to the homeowner.

You will receive a reply with the current contact/address to drop off any materials (paint chips, etc) if necessary.

The Architectural Review Chairperson 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 a resubmittal. Please contact any ARC committee member (see names on website) for more information.

Reminders:

- 1) No construction shall begin without written approval.
- 2) Town/City building permits may need to be obtained and will be the responsibility of each homeowner.
- 3) Allow enough time for processing and approval in planning for construction. The Declaration of Covenants and Restrictions for your association has established a time frame of 30 days to which approval or denial must be granted by the Board of Directors or Architectural Review Committee. In the event that this is not done in the required time (30 days), approval is automatically given/granted. Please refer to your copy of the Declaration of Covenants and Restrictions for your association (see website if needed), under Architectural Control.

Appeals:

To appeal a disapproved submittal, submit a written response to the Board of Directors (same e-mail address), including specific detailed information that clarifies why the submittal should be reconsidered. Submit this information to the Architectural Review Committee for review by the Board of Directors.



Architectural Request Form

Owner: _____ Date: _____

Address: _____

Phone: (best way to reach home/cell/other) _____

Request: _____

Location: _____

Dimensions: _____

Materials: _____

Color: _____

Approximate cost: _____

Do you hereby agree to replace and/or repair, at your sole expense, any damages to common areas, personal residence areas, including grass, walk, trees, buildings, road, etc., as a result of your making approved modification? _____

Upon transfer of ownership of subject property, do you agree to inform the new owner of the maintenance agreement prior to the transfer? _____

Signature: _____

(A SKETCH MUST BE DRAWN, IF APPLICABLE, ON THE BACK OF THIS FORM OR SUBMIT A LOT PLAN)

Please submit this form to: doverridgehoanc@gmail.com or to Dover Ridge HOA -PO Box 71752 -- Durham, NC 27722

INTERNAL USE:

Date Received: _____ Date* submitted to Board: _____

*(This date marks the beginning of the 30 day response period)

Approved: _____ Disapproved: _____

Architectural Committee Recommendations to Board:

Conditions for Approval:

Reasons for Disapproval:

Signature: _____ Date: _____

Signature: _____ Date: _____