

Request for Architectural Review & Approval

The Neighborhood Association of Pondside, Inc.

Send Request to: Braesael Management Company

PO Box 1342, Matthews, NC 28106

Office: 704-847-3507 and E-Mail: sunvalley@braesael.com

Date Received at Braesael ___/___/___

**** STEP 1** -The Owner, not a Contractor, **must** complete and sign this Request.

Name: _____ Date ___/___/___

Property Address: _____

Owner Phone: _____ E-mail Address: _____

A. Briefly describe the proposed Request: _____

B. Estimated Start Date: ___/___/___ Estimated Completion Date: ___/___/___

- C. Attach detailed descriptions of the proposed modifications as needed, including:
1. Copy of property survey indicating location of proposed changes/additions
 2. Sizes
 3. Colors
 4. Materials being used
 5. Contractor's name
 6. Plans, drawings, specifications, pictures or other helpful descriptions.

D. Notes to Applicant:

By submitting this application, you agree:

1. The requested changes strictly conform to the community Covenants, Conditions and Restrictions.
2. That no work on this request shall commence until written approval of the Architectural Control Committee has been received.
3. That project work must commence within 90 days of the date of the approval or a new application must be submitted.
4. Project to comply with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work.
5. To obtain any necessary governmental permits and approvals for this work.
6. To locate utilities in the area affected by the construction. Any damage done to the owner's property or HOA common area as a result of the construction will be reconciled at the owner's expense.

By submitting and signing this application, you also agree that:

Neither The Neighborhood Association of Pondside, Inc., the Pondside Board of Directors, or the Pondside Architectural Control Committee, nor their respective members, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence or nonfeasance, arising out of any action with respect to any submission. The Architectural Control Committee is directed toward review and approval of site planning, appearance and aesthetics. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials. Applicant hereby releases and covenants not to sue any of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

Owner Applicant Signature _____ **Date:** ___/___/___
(Application will not be accepted without signature and date—please allow 30 days to review.)

**** STEP 2** – Owner submits the application, all supporting documentation, samples of materials (roofing, siding, paint chip, etc.) and mail to: **Pondside HOA, PO Box 1342, Matthews, NC 28106, or scan and email to: SunValley@Braesael.com**

**** STEP3** – Braesael Management Co. will notify Homeowner that they have received this request and forwarded it to the Architectural Control Committee.

**** STEP 4** - ACC will review this request and notify Braesael Management Company of the request being approved or denied within the 30 day period.

**** STEP 5** - Braesael Management Co. will notify the Homeowner of the approval or disapproval of the Request, if the homeowner has not been notified after 30 days, the Owner must contact Braesael for clarification and not assume the Request is approved.

-----For ACC use only -----

Received By: _____ Received: ___/___/___ Completed: ___/___/___

ACC Approved: Yes___ No___

ACC Signatures: _____

ACC Comments (to be included in Owner Approval / Denial letter):

