

ARCHITECTURAL REVIEW PROCESS TWIN EAGLES VILLA ASSOCIATION

Section 10 of the Covenants requires approval by the Architectural Control Committee before beginning any project that changes, alters, or modifies the “footprint” or exterior appearance of the home including paint colors. Any modification of the initial landscaping features such as trees and shrubs that may affect views or impede lawn maintenance must also be submitted to the Architectural Control Committee before starting the project. It is important to plan in advance to allow time for the Committee and Board to review the proposed project and respond in writing. **Please refer to the Covenants for all rules, regulations and restrictions that might relate to your project.**

Requirements for Approval (All requirements may not be applicable)

1. A detailed description of the proposed modification including exact location of the proposed improvement.
2. Specifications of building materials, finishes, decorations, and colors to be used
3. Plat of survey which indicates the project meets all boundary line requirements
4. Elevation drawings that illustrate the view from the street or adjacent properties
5. Copy of the county building permit if needed
6. Description of proposed changes to trees and/or shrubs in lawn area
7. Description of proposed changes to existing paint colors
8. Notify neighbors contiguous to property of the proposed modification or change
9. Tentative timetable for the start and completion of the project

Villa Association Approval Process

1. The homeowner will provide two copies of the proper documentation as applicable to the Chair of the Architectural Control Committee or his/her designee
2. **No project may begin before receiving the signed approval notice**
3. The Architectural Control Committee will meet monthly or as needed to review proposed projects. The Committee representative will then report the committees' action and recommendation to the Board of Directors
4. One copy of the documentation will be returned to the homeowner with approval, or disapproval noted in writing. One copy will be retained by the Chair of the Architectural Control Committee or designee and filed with the Secretary
5. Should any adjustments be necessary for approval of the project the homeowner will submit to the Chair of the Architectural Control Committee or designee two copies of the proposed adjustments.

Please complete the form on the back of this document and submit it along with the necessary supporting data as required to the Chair of the Architectural Control Committee or his/her designee

**Architectural Control Project Request Form
Twin Eagles Villa Association**

Name _____ Date Submitted _____

Address _____ Phone _____

E-Mail _____

Description of Project (Follow guidelines on the front of this form)

Tentative timetable for start and completion of project _____
Date

Neighbors contiguous to property informed of proposal
Yes _____ No _____ (Clarify if no)

**Attach all relevant material as outlined in the Architectural Review Process
on the front of this document and submit to the Chair of the Architectural
Control Committee or his/her designee**

Date Architectural Committee Reviewed _____

Date Recommendation Provided to Board _____

Date Response provided to Homeowner _____

PROJECT APPROVED ----- PROJECT NOT APPROVED ----- (Reason)

Signature Chair Architectural Control Committee or Designee _____

This form may be copied, or additional copies may be secured from a member of
the Architectural Control Committee or Board member