

BROAD RUN RIDGE HOMEOWNERS ASSOCIATION

ARCHITECTURAL APPROVAL REQUEST

Date: _____

HOMEOWNER INFORMATION

Name: _____

Address: _____

Phone #: _____ Email: _____

Lot #: _____

TYPE OF CHANGE / ADDITION:

Color: _____

Material: _____

Dimensions: _____

Location: _____

Installer/Contractor: _____

Approximate commencement date: _____

Additional Information:

Please attach drawing or sketch showing location on property, along with picture or sales brochure for manufactured items, if applicable. Submit (4) four copies of your submission. Include any additional information that will aid the Board's review of this request.

Submit request and attachments to:

Clark Simson Miller
Po Box 26941 Charlotte,
NC 28221
865-315-7505 Phone
865-315-7506 Fax
email - Support@csmhoa.com

For Board Use Only:

Date Received

Approved

Not Approved

Additional Information Requested

(see next page for additional information)

I. APPROVAL PROCESS

Architectural changes to either the lot or dwelling specified in the Deed restrictions or Rules and Regulations requiring board approval must be submitted in writing to the Home Owners' Association Board of Directors. The plans should be mailed to the managing agent who will forward the plans to the Board or designee (i.e. Architectural Control Subcommittee). The board will respond within thirty (30) days of the Board's receipt of the plans. If a decision is not rendered in writing 30 days, the request is deemed approved unless the applicant is informed in writing that additional time is required. The board's response will be either approve the request, deny the request, request additional information or advise that additional time is needed. Any changes made without the aforementioned approval may be subject to fines being imposed for each day the violation exists.

II. ENFORCEMENT ACTIONS

The BRR HOA Board may take disciplinary action against any homeowner for breach of any Restriction or Rule and Regulation of the Association. Disciplinary action authorized may consist of any or all of the following:

1. A fine not to exceed \$500.
2. Failure to pay a fine within fourteen (14) days after imposition thereof shall constitute a separate offense.
3. In addition, a member may be liable to the Association for reasonable attorney's fees incurred in enforcing the Bylaws, Deed Restrictions or Rules and Regulations.

The owner has the right to be heard by the Board with respect of the levying of the fine by notifying the Board through the managing agent within fourteen (14) days of the receipt of the notification that a violation assessment has been levied. The Board will allow for a hearing at the next regularly scheduled meeting, not to exceed thirty (30) days. Any daily violation assessments shall continue to accrue pending the disposition of any such hearing, as long as the condition which creates the violation continues to exist.

III. PROCEDURE FOR DISCIPLINARY ACTION

Any violation may be reported to the Board or Managing Agent by any homeowner. The Board or designee will verify the reported violation within thirty (30) days of receipt and determine corrective measures to be taken to effect compliance. The procedure for disciplinary action shall be as follows:

1. The Board shall give any member alleged to be in violation of any covenant, restriction, rule or regulation 10 days' written notice of a hearing before the board, which notice shall set forth the nature of the alleged violation or violations and associated fine.
2. If prior to the hearing, the violation is fully cured, as determined by the Board, the Board shall not impose said fine.
3. If the Member has not fully cured the violation prior to said hearing, the Board may, after giving the Member an opportunity to be heard, assess said fine as set forth in the Board's notice.

Any daily violation assessments shall continue to accrue as long as the condition which creates the violation continues to exist. The Board or designee will report back to the original reporting homeowner upon resolution.