

# ROSEWOOD HOA, INC.

## ARCHITECTURAL REQUEST FORM / REQUEST FOR ARCHITECTURAL MODIFICATION

HOMEOWNER NAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CONTACT INFO: (home) \_\_\_\_\_ (cell) \_\_\_\_\_  
(email) \_\_\_\_\_

**TYPE OF MODIFICATION:**

\_\_\_\_\_ ADDITION                      \_\_\_\_\_ EXTERIOR PAINTING                      \_\_\_\_\_ DECK/PATIO/PORCH  
\_\_\_\_\_ FENCE                              \_\_\_\_\_ LANDSCAPE MODIFICATION                      \_\_\_\_\_ OUTBUILDING  
\_\_\_\_\_ OTHER (DESCRIBE) \_\_\_\_\_

**IMPORTANT: PLEASE ATTACH A DETAILED DESCRIPTION OF IMPROVEMENTS / MODIFICATIONS INCLUDING THE FOLLOWING INFORMATION, IF APPLICABLE, TOGETHER WITH A LOT SURVEY SHOWING LOCATION OF MODIFICATION\*\*:** **SEE ATTACHED GUIDELINES FOR ROSEWOOD.**

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| 1. Location _____  | 7. Plans / drawings _____  |
| 2. Size _____  | 8. Roof design _____   |
| 3. Color _____   | 9. Exterior finish _____   |
| 4. Material _____  | 10. Dimensions _____   |
| 5. Contractor _____  | 11. Utilities _____  |
| 6. Copy of property survey with proposed changes / additions shown _____ | 12. Types of plants, quantities, additions, or removals, existing or new plant bed, edge treatment _____ |

**FORM SUBMITTAL DATE:** \_\_\_\_\_ **THE ESTIMATED START DATE:** \_\_\_\_\_

I / we hereby request that the Architectural Control Committee review the above request. I / we agree not to begin work until I / we have received written approval and to be responsible for the ongoing maintenance and upkeep on the alteration or addition in perpetuity. The upkeep responsibility will transfer to all future owners as well. Further, I / we agree that all work will be in workmanship-like fashion and will comply with all building codes.

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(If joint ownership, both parties must sign)

**THE ARCHITECTURAL REVIEW COMMITTEE RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION TO CLARIFY THE REQUEST. MULTIPLE CHANGES SHOULD BE SUBMITTED SEPARATELY. THE ARCHITECTURAL REVIEW COMMITTEE HAS THE RIGHT TO TAKE UP TO 30 DAYS TO DELIVER THEIR DECISION.**

**ALL APPLICATIONS SHOULD BE MAILED TO:** ROSEWOOD HOA C/O ISENHOUR HOMES, 3411 HEALY DRIVE, SUITE A, WINSTON SALEM, NC 27103 ATTN: Corinna Carlton

**\*\* NOTE:** You must attach a lot survey showing location of modification. Homeowner is responsible to ensure all municipal approvals are received and that all municipal and HOA Covenants, Conditions, & Restrictions are adhered to. Homeowner is responsible for any drainage areas affected by any modifications.

**HOMEOWNER MUST NOTIFY THE ARCHITECTURAL REVIEW COMMITTEE OF THE ACTUAL COMPLETION DATE OF THE PROJECT.**

**GUIDELINES FOR ROSEWOOD:**

**Fencing Options:**

- Plain, white 6ft. vinyl fence or black aluminum fence
- NO wood options
- Architectural Request Form must be completed, fully submitted, and approved by the committee before any type of fencing can begin

**Outbuilding Options:**

- Must be on a concrete foundation or underpinned
  - If underpinned, the style & color of underpinning must be submitted along with an example drawing or picture
  - Must have foundation shrubbery equal on both sides of door/ramp. (Recommended: foundation shrubbery every eight feet.) Types of plants / shrubbery, location, and drawings / pictures must be submitted
- Must be vinyl and the same color vinyl as the house/siding/shakes
- Roofing material and color must be the same as the roofing on the house
- Should be placed to minimize a ramp. If a ramp is needed, the ramp can be concrete or wood. If wood, the sides of the ramp must be closed in, and this must be visible on the pictures.
- Architectural Request Form must be completed, fully submitted, and approved by the committee before any type of outbuilding construction can begin
- Approved outbuildings are to be sited at the rear of the house

**Time Limitations:**

After the review and approval of the Committee, the participating Builder must begin construction within six (6) months from the date of approval or forfeit all approvals. In that event, a new application must be submitted, and approval obtained before commencement of construction. In any event, construction must be completed within twelve (12) months of commencement.

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**For Architectural Committee Use Only:**

**APPROVED**

**DENIED**

**REASON FOR DENIAL:**

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**Board / Committee Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DECISION COMMUNICATED TO HOMEOWNER:**

**BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMUNICATION METHOD:**

Email       Regular Mail       Certified Mail       Courier Service