Wesley Place Homeowners Association

Architectural Control Committee (ACC) Request for Approval

Additions or Modifications to Structures

RoofReplacement

-- Approval is required BEFORE any work is begun on improvements, changes, or additions to structures. If ACC approval is not granted BEFORE work is begun, the WPHA may require homeowner(s) remove the unauthorized changes and return the property to its original condition.
-- You must review ALL details on back of this form.

-- Please attach detailed specifictions or drawing(s) showing the location of the planned changes and list the materials to be used.
-- If requesting an add-on to the existing structure, a statement of agreement included signed by all neighbors whose view will be altered by the addition.

Name:	**Date:** / / 20
Addr: Wesley Place	**Phone:** ( ) -
Email:	

Description of Architectural Change Request
1. Replacement of the roof for the home listed. I will inform my roofer to use the following specifications:
Shingles: CertainTeed Landmark UL 2218 Class 3 impact resistant dimensional shingles
Color: Weathered Wood
Underlayment: Synthetic felt with Ice and Water Valleys
Roof vents: CertainTeed roof vents are required
Hips & Ridges: CertainTeed Weathered Wood
Drip Edge: Brown
2. Installation will be performed following the Landmark Series Shingle Applicator's Manual.
3. Owner will notify the ACC as soon as materials arrive or are scheduled so that they can be verified.
4. If installed, incorrect materials must be replaced at the owner's expense.
5. If gutters are replaced, use Spectra seamless 6-inch gutters & downspouts in wicker color.
6. All work will be done at the owner's expense.

By signing this request, owners understand that they are responsible for complying with all Knox County requirements, ordinances, and restrictions and for obtaining the appropriate permits and approvals. Owners also must comply with the WPHA's Covenants, Conditions and Restrictions; By-laws; and the applicable supplemental requirements on the reverse side of this page. Trash containers are to be used on site. Owners will ensure outside areas are clear of trash or debris every day during construction. No signs are allowed. No contractor vehicle access/egress on common areas without prior approval from the WPHA.

Signature of Owner(s): /

IMPORTANT: Deliver your signed form to the clubhouse mail slot and display the flag.

WPHA ACC Approval Section -- Do not write here.
Disposition **Approved:** ____ **Approved with Conditions:** ____ **Denied:** ____
Reason for Denial or Conditions for Approval
ACC Chairperson Signature: **Date:** / / 20

IMPORTANT NOTICE: All architectural requests stand entirely on their own. The ACC and Board reserve the right to approve or deny any request regardless of any similarity that it may have to prior requests (i.e., the ACC and Board have the right to change their mind).

Wesley Place Homeowners Association

Request for Architectural Change

Requirements

1. This approval is contingent upon your project remaining true to the drawings, specifications, and other documents or statements contained in your request.

2. All work is at your expense. The WPHA is not responsible for any work done on this project. You will be financially liable for any corrective action taken by the WPHA or its agent(s) in the event the WPHA has to expend funds to return any property to its original condition, or make repairs or replace any materials because you do not complete your project in a timely manner or the project did not meet all specifications and this approval. You are responsible for any permits, insurance, warranty, liens, etc.

3. You are responsible for the repair of any damage to common areas, your neighbors' property, roads, driveways, and sidewalks. If there is any charge, you are also responsible for the cost of any damage to utilities, cables, telephone lines, pipes, drainage, etc.

4. All new or modified external building surfaces (e.g. siding, trim, window frames and glass, doors, garage doors, etc) must match the surface being replaced or remaining existing surfaces on your home in material, finish and color. Except for front entrance and garage doors, you are responsible for the cost of priming and painting (two coats) or otherwise finishing all new surfaces as specified herein.

5. Any change to the footprint of your home must have the written agreement of the homeowners who share your building structure. This approval may be indicated simply by their signature on the copy of your request for ACC approval. If one or more neighbor(s) do not agree with your proposed change to the footprint of your home, your request for ACC approval will be denied. Appeal of such denial may be made in writing to the WPHA's Board of Directors. For the provisions of this article, "footprint" is meant to include the area upon which the residence and garage sits as well as patios, decks, and fences.

6. A notice of proposed change to the existing footprint will be published at the mailbox station for a period of five (5) working days to give all Wesley Place homeowners the opportunity to register their comments or concerns, if any, regarding your proposed project. If necessary, a Special Meeting of the WPHA Board of Directors will convene to consider those comments or concerns.

7. You will be responsible to have all grounds, flower beds, shrubs, trees, etc that are damaged as a result of your project returned to their original condition to include but not limited to grading, seeding and covering with straw (or like material) all grass areas, replacing damaged shrubs and trees with the same species and to the extent possible same size as any damaged because of your project.

8. Trees or shrubs removed from your property because they are in the footprint of your project do not need to be replaced; however, you are required to properly landscape around any new structure so that the entire exterior of your residence is in keeping with the condition, standards and design of the rest of Wesley Place.

9. Tree/shrubbery stumps and roots which remain in grassy areas or where mowing or foot traffic can be reasonably expected must be ground-down or otherwise removed so that any residual is at least 12" below the surrounding ground level. The area is to be filled with good soil, raked level, and sodded or seeded with tall fescue grass.

10. Tree/shrubbery stumps and roots which remain in existing planting beds or natural growing wooded areas are to be cut to at least ground level. The area is to be a raked as level as possible and covered with mulch.

11. Denied requests may be appealed to the Board of Directors.