

Belle Pointe Architectural Request Committee (ARC) Form

Date of Request: _____

Property Address: _____

Property Owner: _____

Please mark all structural changes for which you are requesting approval and submit this cover page with the corresponding ARC document(s) for each:

- Window Replacement
- Skylight Replacement
- Fence Replacement
- Gutter Installation
- Back Door Replacement
- Storm Door Installation/Replacement
- Other (please describe)

Submit your request(s) for Board approval **PRIOR** to signing contracts, making down payments or starting construction. In order to avoid any delay in the approval process, please ensure your update complies with all listed guidelines and that all applicable documents are completed in full prior to submitting. The management company will do their best to send receipt confirmation within 5 business days, but it is your responsibility to confirm your request has been correctly completed and received so that it may be forwarded to the Board for review. If no Board response is received within 30 days **of the management company's confirmation of receipt of correctly completed documents**, the request may be considered approved. If requests require update (i.e. adding missing or clarifying info), the 30 days period will not begin until the management company has confirmed receipt of the updated request.

Please note that any homeowner having work performed without having received prior Board approval may be subject to \$100 fine for EACH structural change in addition to the homeowner's expense of replacing/correcting inappropriate structural changes.

If approved, I agree to have all work done in accordance with this application and the attached plans/specifications. Additionally, I understand that the work will be reviewed after completion and any deviation from the Board approved plans/specifications may result in \$100 fine for EACH applicable structural change, in addition to the expense of replacing/correcting the structural change deviation.

Property Owner Signature: _____

Submit completed forms to:

Tabbatha Muller, McGarr & Associates Property Manager 615.366.8876

tabbatha@mcgarr.net

Fax: 615.366.3168