

# INSTRUCTIONS REQUEST FOR ARCHITECTURAL REVIEW & APPROVAL

## SAVANNAH WAY HOMEOWNER'S ASSOCIATION

1. Requests must be submitted 7 days prior to the ACC meetings. The ACC meets on the 2<sup>nd</sup> Wednesday of each month. Requests submitted later than 7 days will be reviewed if time permits, however, the ACC cannot assure late requests will be reviewed at the meeting. The ACC will review the request and notify the homeowner within 5 days of the meeting by phone, email, or personal contact.
2. As with all improvements, the homeowner is responsible for obtaining all necessary permits and ensuring that all work meets or exceeds existing codes, standards and regulations of federal, state and local authorities.
3. "No member of the Architectural Control Committee shall be liable for claims, causes of action or damages (except where occasioned by willful misconduct of such member) arising out of services performed pursuant to this Article VI." (Article VI, Section 12 of the Covenants, Conditions & Restrictions)
4. **ATTACH DETAILED DESCRIPTIONS OF THE PROPOSED IMPROVEMENTS:** A copy of the plot plan with the location of the improvement is required when the improvement is an addition, landscaping or placement of equipment, statues or fences. Your request will be returned unprocessed without complete information.

Examples of what to include:

### Play Sets

- Detailed drawing or picture of play structure
- Plot plan with specific location marked

### Fence

- Detailed drawing or picture of fence type being used
- Plot plan with specific location of the fence to be installed noted
- Neighbor's written permission, if physically tying into their fence

### Landscaping

- Plot plan with specific location of plantings noted
- Detailed description of landscaping work to be done – including bush / tree types and their location
- Neighbor's written permission if any plantings will (at any time in the future) encroach on the property lines

5. **INCLUDE Two (2) COMPLETE COPIES OF THE ENTIRE REQUEST:** one copy will be returned to the requestor with the committee's response. Your request will be returned unprocessed if 2 complete copies are not submitted.
6. The Architectural Control Committee reserves the right to request additional information / exhibits to clarify the request.
7. The Architectural Control Committee has thirty (30) business days to respond.
8. Requests for multiple changes should be submitted separately.
9. All applications should be mailed to:

**Savannah Way Homeowners Association  
ATTN. Architectural Review  
P.O. Box 2988  
Matthews, NC 28106**