

ARCHITECTURAL IMPROVEMENT APPLICATION INSTRUCTIONS

The goal of the Architectural Control Committee is to preserve and protect the property values of every homeowner. The committee is volunteer homeowners from your neighborhood. They would like to thank you for complying with the Declaration of Covenants, Conditions, and Restrictions of your Association by filling the attached application. Should you have any questions about the application, please contact your Association Manager.

These instructions have been included to assist you in completing the attached application. The ACC meets on a monthly basis, so it is very important that they have all the required information with regard to your project, when they meet. Incomplete applications may result in disapproval and a request for you to re-file your application with the needed information. This could delay the approval of your project until their next meeting. Please contact your Association Manager if you would like to know when the next meeting will take place.

Please be as descriptive as possible when describing your improvement. The location of your project on your lot with references to all pertinent property lines will be very helpful. If you are doing the work yourself, please reflect that on the supplier/contractor line. Should you elect to have a contractor perform the work, please list the company name in that area. Please include an approximate cost for your project. If you have a quotation from your contractor, please include that with your application. Construction materials should always be consistent with the existing structure on your property. However, please reference the type, color, size, etc. when describing the materials.

When erecting a fence, please refer to the guidelines from the ACC concerning fences before you file your application. A copy can be obtained from the management firm. It is very important to reference the property lines with regard to fences.

Drawings are a requirement for all projects. A drawing template has been included in the attachment to help you describe your project. Photographs, hand written drawings, pages from catalogs, etc. are always welcome to assist the ACC to understand your project.

Once you have completed the application and attached your drawing, please forward it to Timmons Properties, Inc. You may email the forms to CustomerCare@timmonsprop.com or upload the application directly to your Vantaca portal. After receiving your application, the ACC will review your application. Once the committee has reviewed your project, you will be sent an approval or disapproval in writing within a few days.

Puckett Station Homeowners Association

C/o Timmons Properties, Inc.
1114 17th Avenue South, Suite 101 * Nashville, TN 37212
Phone: 615-383-1777
Email: CustomerCare@timmonsprop.com

Exterior Improvement Request Application

**Our goal is to provide you with a timely answer to your request.
To avoid a delay in the review process,
a complete Exterior Improvement Request Packet must be submitted.**

The following items are REQUIRED for the packet:

- 1. This application form – completed in its entirety.**
- 2. A copy of your site plot plan (or an aerial photo that shows your property lines) with the proposed location of your improvement drawn on it.**
- 3. Photos, drawings and any other documentation to clearly depict your project.**
- 4. Failure to provide any of the listed items may result in a delayed review of your application.**

Property Owner(s): _____

Property Address: _____

City, State, Zip: _____ Phone: _____

Email: _____

Date of Application: _____ Closing Date(if applicable): _____

Expected Start Date: _____ Expected Completion Date: _____

I. Detailed Description of Proposed Improvement(s)

II. Description of Materials

Please list and describe ALL materials required to complete job. Be sure to include product details and dimensions. Attach pictures, blueprints or detailed sketches and have available paint samples, product samples, construction materials.

**Paint – list brand, color name, color number and sheen/finish
(example: *Sherwin-Williams, Mink #6004, Satin*)**

Materials – include product names, manufacturers’ colors, dimensions etc.:

III. Additional Information and Notes for Consideration

1. Is a building permit required for this project?
Yes No
2. If applicable for this project, have you verified your property lines and marked them accordingly?
Yes No N/A
3. If applicable for this project, and per Tennessee law, have you or your contractor notified the underground utility notification center (811) to protect you and your property against underground utility damage or liability? **Yes No N/A**

IV. General Conditions

Please acknowledge your awareness and agreement to each of the general conditions by checking the box beside each of the following statements. Your ARC Application request will not be processed unless all boxes have been checked.

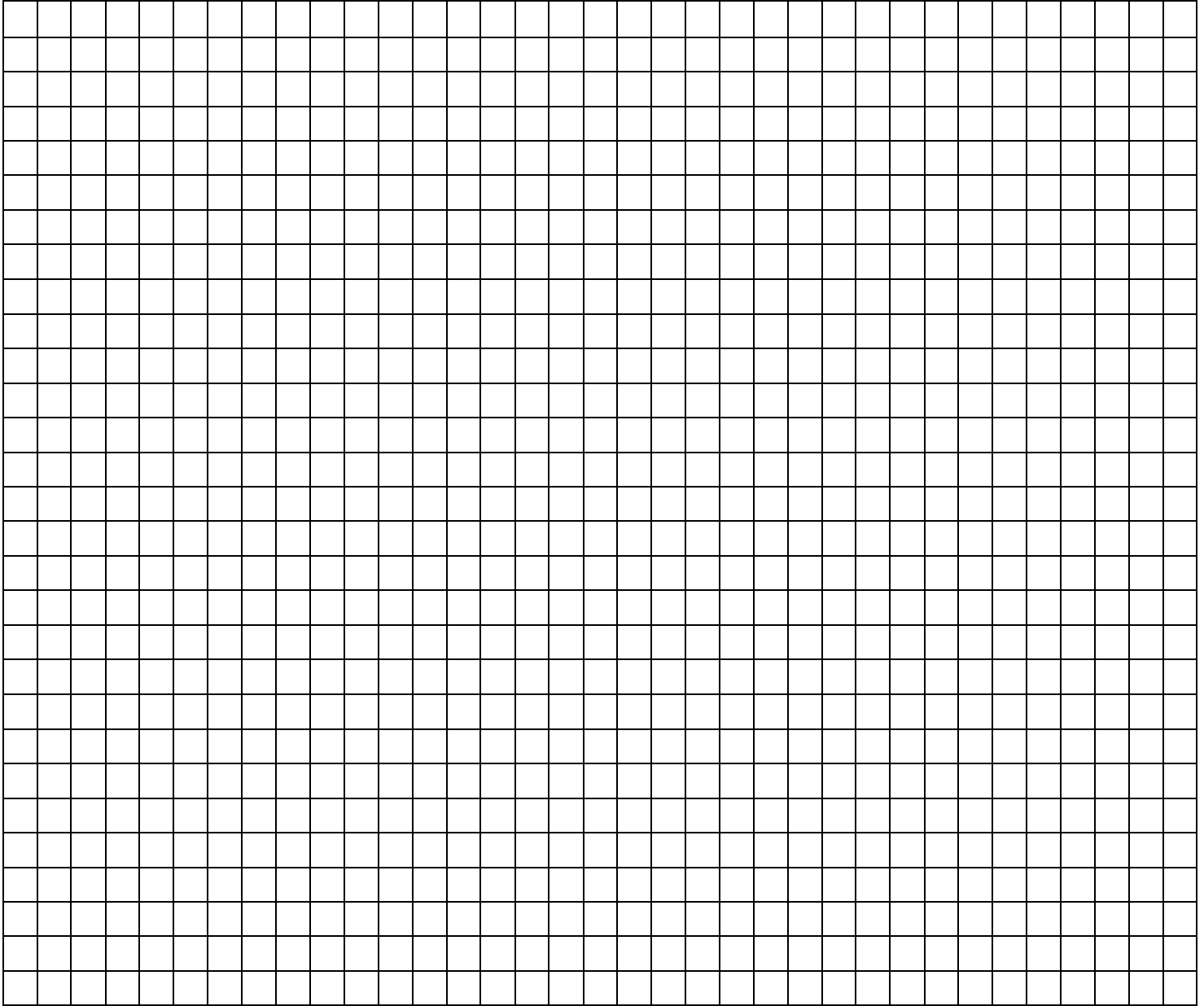
- 1. No work on this project shall begin until written approval has been received.
- 2. Any variation from the original approved application must be resubmitted for approval.
- 3. HOA approval does not supersede any Federal, State, City or local regulations. Receipt of a building permit from local government does not equal approval from HOA.
- 4. HOA approval of the project does not constitute approval of technical, structural or engineering specifications nor does HOA assume any responsibility for such.
- 5. HOA approval is contingent upon construction/alteration/addition being completed in a skilled manner and consistent with the community's standards.
- 6. Upon approval, this project must be completed within 6 months (180 days). A request for an extension must be submitted to the Management Company if this timeline cannot be met.
- 7. Any and all building permits (if applicable) must be obtained before work commences. Please verify what is required by your local codes office.
- 8. Work will be performed during city ordinance work hours.
- 9. Any damage to common area property or neighbor's property during construction of this project will be the sole responsibility of the owner and his/her contractor.
- 10. The use of neighbor or common-area property for access is not permitted unless prior permission is requested and granted in writing.
- 11. Building materials or equipment may not be stored on or obstruct streets, alleyways, walkways, common areas or neighboring property.
- 12. The owner(s) shall hold harmless, indemnify and defend the HOA and its officers, directors and agents from and against any expenses, claims, damages, losses or other liabilities, including without limitation; attorneys' fees and costs of litigation incurred by the HOA, arising out of (i) any part of the alterations/improvements which violates any governmental law, code, ordinance, or regulation; ii) the adequacy of the plans or specifications submitted by the owner(s) in connection with this application; and (iii) the construction of the alterations/improvements.
- 13. Fences and other improvements installed in a public utility easement are the owner's responsibility (and expense) to remove, repair and reinstall, should a utility company or municipality require access.

Owner Signature _____ Date _____

Please return your completed Improvement Application Packet and all required documents via your homeowner portal at:
<https://portal.timmonsproperties.com/login>

TO: HOMEOWNERS ASSOCIATION'S ARCHITECTURAL REVIEW COMMITTEE

INSTRUCTIONS: SKETCH OUTLINE OF PROPOSED IMPROVEMENT



PROPERTY OWNER: _____ PHONE: _____

ADDRESS OF PROPERTY/UNIT NUMBER: _____

NATURE OF IMPROVEMENT: _____

SAMPLE HOA

Exterior Improvement Request Application

Our goal is to provide you with a timely answer to your request.
To avoid a delay in the review process,
a complete Exterior Improvement Request Packet must be submitted.

The following items are REQUIRED for the packet:

1. ARC processing fee of \$35.00 (this fee does not apply to satellite dish requests). Please check here to have the fee charged to your account.
2. This application form – completed in its entirety.
3. A copy of your site plot plan (or an aerial photo that shows your property lines) with the proposed location of your improvement drawn on it.
4. Photos, drawings and any other documentation to clearly depict your project.

Property Owner(s): David Matthews
Property Address: 1234 Main Street
City, State, Zip: Sample Town, TN 12345 Phone: 555-123-4567
Email: email@email.com

Date of Application: October 1, 2019 Closing Date(if applicable): N/A

Expected Start Date: November 1, 2019 Expected Completion Date: November 1, 2019

I. Detailed Description of Proposed Improvement(s)

Install 198 ft of 6 ft treated pine cap and trim wood privacy fence

Install (3) 5 ft single gates

II. Description of Materials

Please list and describe ALL materials required to complete job. Be sure to include product details and dimensions. Attach pictures, blueprints or detailed sketches and have available paint samples, product samples, construction materials.

Paint – list brand, color name, color number and sheen/finish (example: Sherwin-Williams, Mink #6004, Satin)

Thompson Water Sealer (clear)

Materials – include product names, manufacturer, colors, dimensions etc.:

Pine wood with 4 x 4 posts. Stain will be applied within 90 days of installation

III. Additional Information and Notes for Consideration

1. Is a building permit required for this project?

Yes No

2. If applicable for this project, have you verified your property lines and marked them accordingly?

Yes No N/A

3. If applicable for this project, and per Tennessee law, have you or your contractor notified the underground utility notification center (811) to protect you and your property against underground utility damage or liability? Yes No N/A

IV. General Conditions

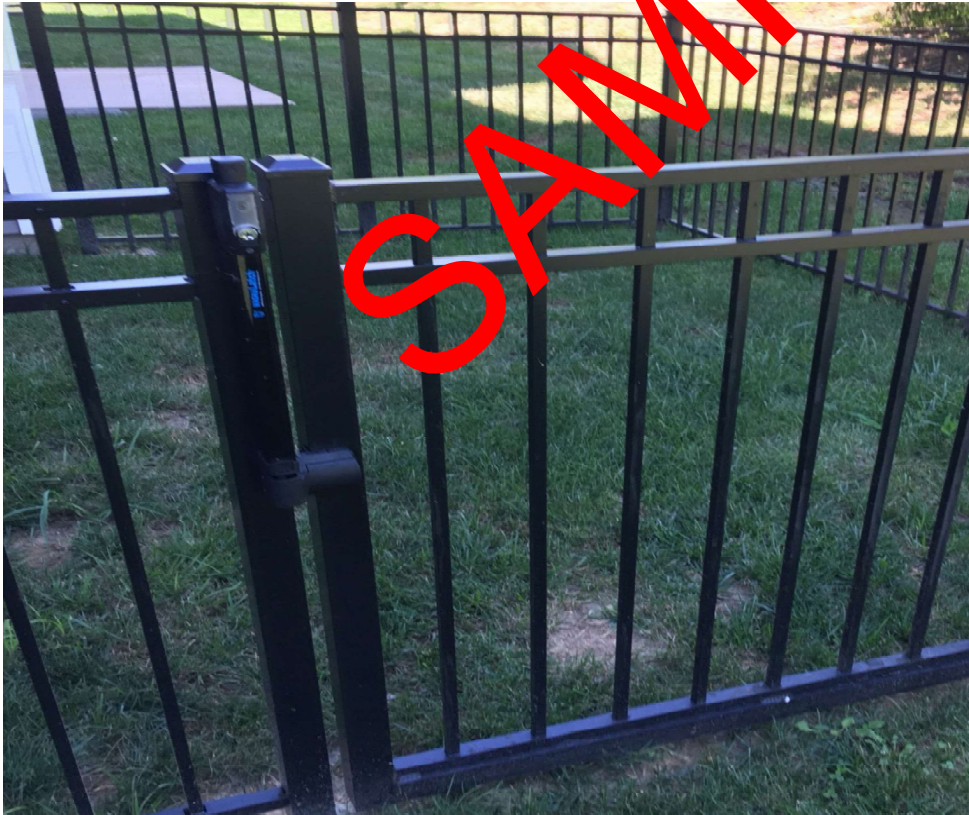
Please acknowledge your awareness and agreement to each of the general conditions by checking the box beside each of the following statements.

- 1. No work on this project shall begin until written approval has been received.
- 2. Any variation from the original approved application must be resubmitted for approval.
- 3. HOA approval does not supersede any Federal, State, City or local regulations. Receipt of a building permit from local government does not equal approval from HOA.
- 4. HOA approval of the project does not constitute approval of technical, structural or engineering specifications nor does HOA assume any responsibility for such.
- 5. HOA approval is contingent upon construction/alteration/addition being completed in a skilled manner and consistent with the community's standards.
- 6. Upon approval, this project must be completed within 6 months (180 days). A request for an extension must be submitted to the Management Company if this timeline cannot be met.
- 7. Any and all building permits (if applicable) must be obtained before work commences. Please verify what is required by your local codes office.
- 8. Work will be performed during city ordinance work hours.
- 9. Any damage to common area property or neighbor's property during construction of this project will be the sole responsibility of the owner and his/her contractor.
- 10. The use of neighbor or common-area property for access is not permitted unless prior permission is requested and granted in writing.
- 11. Building materials or equipment may not be stored on or obstruct streets, alleyways, walkways, common areas or neighboring property.
- 12. The owner(s) shall hold harmless, indemnify and defend the HOA and its officers, directors and agents from and against any expenses, claims, damages, losses or other liabilities, including without limitation; attorneys' fees and costs of litigation incurred by the HOA, arising out of (i) any part of the alterations/improvements which violates any governmental law, code, ordinance, or regulation; ii) the adequacy of the plans or specifications submitted by the owner(s) in connection with this application; and (iii) the construction of the alterations/improvements.

Owner Signature David Matthews Date 10/1/19

Please return your completed Improvement Application Packet and all required documents via your homeowner portal at:
www.portal.timmonsproperties.com/login

Picture of fence may not be your community's allowed fence type





[Redacted Name and Address]

BID ONLY

Chain Link Fabric Ga. Wire Teri Posts. Line Post Height Top Rail

Name of owner: [Redacted] **Ship to:** _____

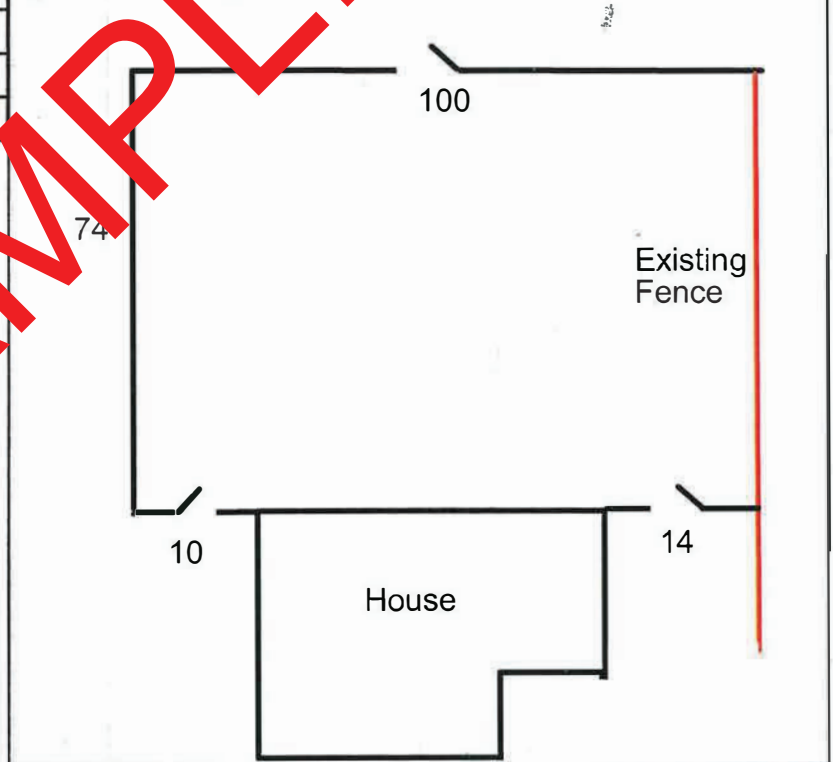
Address: [Redacted]
[Redacted]

Phone: [Redacted] **Fax:** _____

ROUND				
QUANTITY	SIZE			
		Top Rail		
		Wire		
		Wire		
		Post		
		Post		
		Post		

Consider All Copies As Originals

Install 198'ft of best treated pine cap and trim wood privacy fence
(3)-5'ft single gates



1. Seller shall not be responsible for delays or damage caused by acts of God, strikes, riots or other causes beyond its control, and accept no responsibility for liquidated damages.
2. No conditions or representations altering, detracting from or adding to the terms hereof shall be valid unless reduced to writing and accepted by Seller.
3. All quotations are valid for 30 days only unless otherwise noted.
4. Buyer is responsible for accurate disclosure of property lines and underground services such as telephone, cable, gas, electric, plumbing, water, sewer, etc. In no way shall Seller be liable for improper infringements or damages to services.

\$4,050.00

TOTAL INSTALLED PRICE

CUSTOMERS SIGNATURE

SALESMANS SIGNATURE