

## Sandy Ford POA

### New Home Architectural Décor List and Structural or Landscaping Change Form

Property Owner name \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Lot No. \_\_\_\_\_ Address \_\_\_\_\_

ARC review fee (\$250 new home and \$25 for all other) Check # \_\_\_\_\_ Amount \_\_\_\_\_

Property Owner Deposit (\$5,000) Check # \_\_\_\_\_

Please check 1 of the Options for Type, Area, and Version

Type:  New Home Build     Remodel or Improvement     Repair

Area:  Exterior Structure     Interior     Both     Landscape changes or Tree removal

Version:  Initial Submission     Revision/Change Request

If this is not a New Home, please describe the overall general Remodel/Improvement, Repair or Landscaping work you are submitting for approval. Examples: I have trees I would like to remove (list specifically which trees and locations), I would like to change the exterior paint color, I would like to add a covered patio, I need to replace the driveway and would like to widen it or change the materials, I am planning a large landscaping project, I want to change the shutters on my windows, etc. If you are in doubt as to whether the form is required, then please fill out the form.

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#### IMPORTANT:

- If this is just a Landscaping or Tree removal request, please send your completed form to [SandyFordLC@gmail.com](mailto:SandyFordLC@gmail.com) and [SandyFordPOA@gmail.com](mailto:SandyFordPOA@gmail.com) and request a time for a site visit before ANY work is done. All unauthorized landscape work is subject to fines.
- If this is a new home, ALL sections below must be completed. If this is a Remodel/Improvement, Repair, Landscaping/Tree Removal or Revision/Change Request, please only complete the necessary sections.
- No ACTUAL site work can begin without a written signature approval of this form.
- 2 sets of completed house plans and 2 sets of site plans must be submitted for ARC review.
- A lot/site review with ARC members including marking of trees for removal must be completed before board approval or site work can begin.
- A professional Landscaping Site Plan must be provided at the “black in” stage. The target timeframe here is when the house is wrapped and the windows/doors are installed.
- Revisions/Changes or modifications to this form after initial Board approval must be approved in writing with a new form before any revision/change work is done.
- The deposit is returned after the house is completed with a COO (Certificate of Occupancy) less any fines for breaches of this form or any other requirements outlined in the covenants.
- A copy of ADEM’s Water Run Off Control Permit must be submitted

Warning: If after your site work is completed and it's discovered that you failed to follow the approved ARC Décor List or Landscape plans, you will be subject to a fine at the discretion of the board. Please be sure to complete all necessary sections to follow.

1. Brick materials:  New Tumbled  Used/Reclaimed  Not Applicable  
Brick Color \_\_\_\_\_ Mortar Color \_\_\_\_\_ Joint Style \_\_\_\_\_

2. Stucco materials:  Authentic Lathe  Not Applicable  
Color \_\_\_\_\_ Finish \_\_\_\_\_

3. Siding materials:  Board & baton  Lap  Shake  Not Applicable  
Material Type \_\_\_\_\_ Color \_\_\_\_\_

4. Soffit/Facia  
Material Type \_\_\_\_\_ Color \_\_\_\_\_

5. Porch Ceilings (Material Type Must be Wood) Finish Color \_\_\_\_\_

6. Roofing (Must be 30 Year asphalt dimensional)  
Material Type \_\_\_\_\_ Color \_\_\_\_\_  
Manufacturer \_\_\_\_\_  
Eave Color \_\_\_\_\_ Gutter Color \_\_\_\_\_

7. Chimney Chase:  Brick  Stucco  Hardi-plank (fiber cement)  
Color \_\_\_\_\_

8. Columns  
Material Type \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

9. Shutters (No Vinyl allowed)  
Material Type \_\_\_\_\_ Color \_\_\_\_\_

10. Garage Doors  
Material Type \_\_\_\_\_ Style \_\_\_\_\_ Color \_\_\_\_\_

11. Windows:  Wood  Wood Clad  
 TDL  SDL Color \_\_\_\_\_

12. Front Door  
Wood Type \_\_\_\_\_ Color \_\_\_\_\_

13. Hand Rail:  Front  Side  Rear  Not Applicable  
Material \_\_\_\_\_ Color \_\_\_\_\_ Location \_\_\_\_\_  
Material \_\_\_\_\_ Color \_\_\_\_\_ Location \_\_\_\_\_  
Material \_\_\_\_\_ Color \_\_\_\_\_ Location \_\_\_\_\_

14. Fencing

Material Type \_\_\_\_\_ Color \_\_\_\_\_ Height \_\_\_\_\_

15. Builder Info:     Residential Home Builder             General Contractor

Name \_\_\_\_\_ License# \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

References \_\_\_\_\_  
\_\_\_\_\_

16. Notes/Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Changes or modifications to this agreement must be resubmitted to the ARC in writing using a new form and are not approved until a signed copy of the requested changes is returned to the owner. Failure to comply with this provision will result in a forfeit of all or a portion of the deposit along with a possible lien being placed on the property.

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Builder Signature (New Home Only) \_\_\_\_\_ Date \_\_\_\_\_

ARC Decor List Approval

ARC Member Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Post Project Inspection

ARC Member Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Email Form with Signatures to both [SandyFordPOA@gmail.com](mailto:SandyFordPOA@gmail.com) and [SandyFordARC@gmail.com](mailto:SandyFordARC@gmail.com)