



REQUEST TO CHANGE EXTERIOR

Fountain Park Community Association, Inc.

Architectural review — submit before any exterior work begins

Use this form to request permission to change the exterior of your home or lot. Requests are reviewed by the Community Manager, the Board and/or the Architectural Review Committee. Read the Rules and Regulations and the Declaration first: anything not SPECIFICALLY permitted needs an approved request, as does any variance.

You may be asked for a more detailed plan after initial approval. For contracted work the owner must verify the contractor's insurance. Response is normally within two weeks.

SEND THIS COMPLETED FORM TO:

The Tessier Group, 33 Patton Ave, Suite 201, Asheville, NC 28801 — Attn: Community Manager
Phone: 828-254-9842 Email a scan or photo to: board@fountainparkhoa.com

TAKE NO ACTION UNTIL WRITTEN APPROVAL IS RECEIVED AND ALL CONDITIONS ARE MET

OWNER NAME

DATE

PROPERTY ADDRESS OR LOT #

EMAIL

PHONE

Requested change

Describe the change to the exterior of your home or property. Attach sketches, or architectural drawings for structural changes.

CONTRACTOR(S) - NAME, BUSINESS NAME AND PHONE, IF APPLICABLE

Do the contractor(s) carry liability insurance (\$300,000 minimum) and workers' compensation as required by NC law?

Yes No Not applicable

HOMEOWNER SIGNATURE

DATE

The owner is responsible for installation and ongoing maintenance of the approved change, including any damage caused to common areas. Future owners assume ongoing responsibility unless the property is returned to its original state. All approvals are subject to the recorded Declaration and the Architectural Guidelines in force at the time of approval.

FOR ASSOCIATION USE ONLY

Approved

Conditionally approved

Disapproved

DATE OF ACTION

CONDITIONS