



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). This fee will automatically be applied to your account and may be paid on the owner's portal or by sending in a check to the address at the bottom of the form.**
- 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): _____
 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 upload this on the owner's portal portal.ghertner.com under My Items>Submit a Request> ARC Request or email this form to arc@ghertner.com.