

OWNER'S NAME: _____ DATE: _____

ADDRESS: _____ PHONE #: _____

SIGNATURE: _____ EMAIL: _____

Requests that provide all required information always work best; before starting, please check the BECKETT CROSSING ARCHITECTURAL STANDARDS AND CONSTRUCTION SPECIFICATIONS & LANDSCAPE GUIDELINES, available at the BCHOA website www.beckettcrossing.com under Documents or the ARC page beckettcrossing.com/arc. If you have any questions about the process or your request, please email us at arc@beckettcrossing.com.

1 Tell us about your proposed home and/or landscape improvement, change, or addition. List the materials and color(s) to be used. State any similarities to existing structures as appropriate. Attach and/or include any additional material (color samples, etc.) if necessary to evaluate the request.

What is the reason for the proposed home and/or landscape improvement, change, or addition?

2 What is the **timeframe** of your project? Be aware that the BCHOA board has authorized a fine (**\$100**) which may be assessed for projects which are started without ARC approval.

Estimated Start Date: _____ **Estimated Completion Date:** _____

3 **Collect the following materials:**

- o For any additions or improvements, include "top-down" views showing existing structures and landscaping, proposed improvement locations, lot lines, and distances to lot lines from proposed improvements. You can use a Survey or Plot Plan as a starting point for this.
- o For additions, also provide elevation (side-view) drawings which show requested elevation changes.
- o Pictures, color samples, or additional material where helpful, or required by step 1 or the Guidelines.
- o If you are doing fencing, download and fill out Fence Addendum 1 if any fence is to be installed closer than the required offset from the property line (including on the line) or if a property line fence will have shared maintenance, and Fence Addendum 2 if the new fence will connect to a neighbor's fence.

4 **Notify neighbors.** As a part of the review process, your neighbors must have the opportunity to present their views about your requested improvements. **To enable this, you must notify all property owners having a common lot line with your property before submitting this request.** Those property owners may also request a copy of this form from you. **IMPORTANT:** This step **does not** result in the neighbors *approving* the request, only in documenting to the ARC that you have correctly notified your neighbors as

required by this process; they are responsible for promptly and directly contacting the ARC with any feedback. Request approval remains the responsibility of the ARC.

Please have each homeowner acknowledge they have been notified of your request and have had an opportunity to review the details of your request provided here by signing below. Alternatively, they can email their acknowledgment (agreement to the neighbor notification statement below) to arc@beckettcrossing.com.

Neighbor notification: I acknowledge that I have been notified of this request and have reviewed the request form and any supporting material for the proposed improvement(s) described here. I understand that I may submit comments regarding this request, if I have any, directly to the Architectural Review Committee (arc@beckettcrossing.com), and that I must notify the ARC of my comments at once, as requests are reviewed by the committee and approved as they are submitted.

DATE	PRINTED NAME	ADDRESS	SIGNATURE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5 Additional information.

- Approvals are valid for 180 days from the approval date.
- The Town of Apex also has guidelines governing some of the same subjects covered in the Beckett Crossing guidelines. Any Town of Apex guidelines that are more stringent than Beckett Crossing guidelines take precedence over the Beckett Crossing guidelines. Homeowners must be aware of any Town guidelines and **note that approval from the Beckett Crossing ARC does not eliminate the need for securing any necessary Town of Apex permits or inspections.**

6 Submit the request and any supporting material to the ARC by any of these:

- Email to arc@beckettcrossing.com
- Drop off printed materials to any ARC member (members are listed on beckettcrossing.com/arc)
- If the start date is 30+ days away, you can mail to our management company: Wink Hilliard, Beckett Crossing Community Manager ■ CAS, Inc. ■ 4917 Waters Edge Drive, Suite 140 ■ Raleigh, NC 27606

Approvals are communicated via email. To request a copy of printed notification instead, initial here: _____

ARC use only	Date received: _____	Received by: _____
Approved: _____	Conditionally Approved: _____	Denied: _____
Comments: _____		

_____	_____	_____
ARC Representative	Date	