

**The Manors at Lake Berkley Homeowners Association, Inc.**  
Architectural Review Board (ARB) & Design Review Committee (DRC) Application

Contingent upon its approval, Leland Management will forward the DRC Application to the Lake Berkley Master Association for final review and approval. You will be notified in writing when the application is either approved or denied.

Owner Name:

Owner eMail:

Owner Phone Number:

Property Address:

City:

State:

Zip:

Mailing Address:

City:

State:

Zip:

**Request for Painting**

*I hereby request ARB consent to paint the following:*

Exterior – Color to be used:

*Notes: Color choice must comply with approved color wheel*

*Garage door and **all** trim must be **White***

*Front door color is the owners choice*

Driveway using **Ice White**

Driveway using **White Cloud**

*Notes: Driveway must be properly etched prior to painting*

Contractors Name:

Contractor License Number:

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**Non-Painting Request**

*I hereby request ARB consent to make the following changes, alterations, renovations and/or additions to my property:*

Fence

Landscaping

Tree removal & replacement

Mail box (Black or white only)

Screen enclosure addition

Windows

Roof replacement

Other: *Provide full details below*

Full description of intended work:

Contractors Name:

Contractor License Number:

*\*Please Attach the following:*

- *Details of all materials to be used I.E. roofing brand, type, color*
- *Plan of the lot*
- *Photos of the effected areas*

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**I hereby understand and agree to the following conditions for approval of my above request/s.**

1. No work will begin until final, written approval is received from the Master Association. I have 60 days from the approval date to complete the work. After that period, I will reapply for ARB approval.
2. All work will be done expeditiously once commenced and will be done in a professional manner by a licensed and insured contractor, or myself.
3. All work will be completed exactly as described above – no modifications or additions to the job that were not approved in this request are permitted.
  - a. If a situation arises during the job that requires work not approved in this request to be done, the owner will be required to file for an additional ARB request for those new changes. *Failure to comply will result in the HOA Management Company sending violation notices, fees, penalties and may result in the owner being required to restore the property to its original state at their own expense.*
4. All work will be performed in a manner that will minimize interference and inconvenience to other residents.
5. I assume all liability and will be responsible for all damages to other lots and / or common area, which may result from performance of this work.
6. I understand that construction materials, debris household effects etc. cannot be placed in the dumpsters. **I am aware there is a fine of \$500 per occurrence for non-compliance and I am held liable for my contractors and vendors violation of this rule.**
7. I will be responsible for the conduct of all persons, agents, contractors, subcontractors, and employees who are connected with this work.
8. I am responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work. I will obtain any necessary governmental permits and approval for the work.

If permission is granted, I further acknowledge that after the work is completed the HOA will inspect to ensure full compliance.

**Homeowner signature**

*If signed by property manager please attach a copy of the Power of Attorney.*

**ARB / HOA use only**

Approved:

Date:

Denied:

Date:

*Post work inspection date:*