

Berklee Estates Homeowners Association, Inc.

Request for Architectural Approval

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Request: \_\_\_\_\_

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**Description of Materials:**

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

**Planned Start Date:** \_\_\_\_\_ **Planned Completion Date:** \_\_\_\_\_

Attach drawings, maps, pictures or additional information. A plot plan and rendering are REQUIRED on all applications.

I understand that this application will be reviewed by the Board of Directors (or it's Architectural Committee). I further understand that the Board of Directors (or it's Architectural Committee) has the authority to approve, approve with conditions or deny this request. In the event that the Board of Directors (or Architectural Committee) fails to approve such submission made by any lot owner within thirty (30) days after said plans and specifications have been received by the committee, approval will be delayed or deemed to have been denied. Any approval is good for 120 days. If your project does not begin within that timeframe, a new request must be made.

I also understand that it is the homeowner's responsibility to validate and adhere to all guidelines and codes established by Berklee Estates HOA and obtain the appropriate permit(s) if needed.

**Homeowner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Approved with Conditions:** \_\_\_\_\_ **Denied:** \_\_\_\_\_

**Comments/Conditions:**

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**Board Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Submit to: Berklee Estates Homeowners Association  
c/o George Pittman, Wake HOA Management Inc.  
10224 Durant Rd. Suite 109, Raleigh, NC 27614

Email:

[info@wakehoa.com](mailto:info@wakehoa.com)

Phone: 919-790-5350