

# **Emerald Pointe Homeowners Association Architectural Request Form**

**c/o Wake HOA Management  
10224 Durant Road, Suite 109  
Raleigh, NC 27614  
info@wakehoa.com**

Please complete this request form in its entirety and submit to Wake HOA Management. The request form will be forwarded to the Emerald Pointe Homeowners Association Architectural Committee. A minimum of 3 members will review the submittal and notify the homeowner in writing either of the approval, denial or rejection of the receipt within 15 days of receipt. The entire process could take up to 30 days and no addition and/or changes shall begin without written approval.

Property Owner's Name

Phone Number

Request Date

Property Address

Property Owner's Signature

Estimated Completion Date

1. Narrative description of the proposed home and/or landscape improvement addition or change. Cite materials and color(s), to be used including similarity to existing structures as appropriate. Use a separate sheet of paper, if necessary.
  
2. Please attach drawings to this request showing all proposed improvements including the relationship to existing structures, landscaping and lot lines. Two drawings or more with different views are needed to clearly show proposed improvements including existing structures:
  - A. Plot Plan-" top down view" should be drawn on a copy of your lot survey
  - B. Elevation(s)-" side view" - one or more as necessary

3. Attach paint and vinyl samples, if applicable.
4. Attach a copy of any building permits provided to the homeowner, if applicable.
5. When the architectural committee reviews this request, your neighbors have a right to comment and present views about your requested improvements. Please obtain signatures from all property owners having common lot lines with your property, and all property owners who would reasonably view the improvement from their property.

I acknowledge that the requesting property owner has shown the committee the details of the proposed improvement described on this form and that the architectural committee signature represents our awareness of the request. The architectural committee understands that we may make verbal or written comments directly to the homeowner.

NAME	SIGNATURE	ADDRESS	LOT #

6. Should the architectural committee deny this request, the homeowner has the right to appeal to the Emerald Pointe Homeowners Association Board of Directors in writing. Submit your appeal to Wake HOA Management in that the Board can review the appeal at the next scheduled meeting.

**ARCHITECTURAL COMMITTEE:**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Approved</b>             | <input type="checkbox"/> <b>Denied</b>                       |
| <input type="checkbox"/> <b>Conditional Approval</b> | <input type="checkbox"/> <b>Rejected as being inadequate</b> |

**COMMENTS:**

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Signed: \_\_\_\_\_ (For the Architectural Committee)

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