

Architectural Request Checklist

Association documents require that before making any changes to your lot, a request for architectural review must be submitted to the Board of Directors or its appointed Architectural Control Committee. Any and all incomplete forms and/or requests with insufficient information will be automatically denied. The sanctioned time limit for request consideration shall not begin until all information necessary for review have been submitted.

Please note the following:

- Your association account must be current in order to have requests considered by the Architectural Control Committee.
- You understand and agree that any and all work on the project represented on this request has not and will not be started until approval is received in writing from the Architectural Control Committee.
- You are responsible for the timely completion of the project and the prompt removal of any debris.
- It is your responsibility to comply with the zoning, building codes, laws, etc. of all governmental authorities.
- An easement may exist on your property - KNOW WHERE before you begin your project!
- It is your responsibility to remain in compliance with the Protective Covenants, Architectural Guidelines, and Rules and Regulations for your association.
- Please check your association's Protective Covenants and/or Guidelines for allotted review period.
- Requests submitted prior to closing will not be reviewed until all closing documents have been received and entered at Talis Management Group.

Please submit the following (if applicable) to Talis Management Group at P.O. Box 99149, Raleigh, NC 27624:

- Completed architectural request form
- Detailed description showing the nature, kind, shape, height, and materials
- Color samples (i.e. paint colors)
- Plat map showing location of structure (i.e. shed, fence, pool)
- Impervious surface calculations (i.e. in-ground pools, additional patio or concrete areas)