

Architectural Review Committee Application

Instructions

Help Keep Twin Eagles Beautiful!

The goal of the ARC is to preserve and protect the property values of every homeowner. We are comprised of volunteer homeowners from our neighborhood. We would like to thank you for complying with the Declaration of Covenants, Conditions, and Restrictions of Twin Eagles Subdivision by filing the attached application. Should you have any questions about this packet or your project, please contact our community management company (HALO Realty). We will make every attempt to help you in a friendly and expeditious manner.

These instructions have been included in your packet to assist you in completing the enclosed application. The ARC meets as required, it is very important that we have all the required information, in regard to your project, when we meet. Incomplete applications will result in disapproval and a request for you to re-file your application with the needed information. This will delay the approval of your project until our next meeting. Please contact the Twin Eagles community manager at 615-822-3509 for more information.

Please be as descriptive as possible when describing your improvement. The location of your project on your lot with references to all pertinent property lines is required. If you are doing the work yourself, please reflect that on the supplier/contractor line. Should you elect to have a contractor perform the work, please list the company name in that area. If you have a quotation from your contractor, please include that with your application. Construction materials should always be consistent with the existing structure on your property. However, please reference the type, color, size, etc. when describing the materials.

When erecting a fence, please refer to the guidelines from the ARC concerning fences before you file your application. This information can be found in your copy of the covenants or by contacting HALO Realty. It is very important to reference the property lines.

Drawings are a requirement for all projects. A drawing template has been included in this packet to help you describe your project. Photographs, hand written drawings, pages from catalogs, etc. are always welcome to assist the ARC to understand your project.

Once you have completed the application and attached your drawing, please forward it to HALO Realty. HALO Realty will review to verify that all required information appears to be provided. After receiving your application, the ARC will review your application at the next scheduled meeting. Once the committee has voted on your project, you will be sent an approval or disapproval in writing within thirty days.

Did you know that these are some of the common projects that require ARC approval?

Fences, Deck Additions, Live Tree Removal, New Flower Beds and or Borders, Planting of new Trees or Shrubs, New Exterior Lighting, Driveway Expansions, any Exterior Modifications to your Home, grade changes, retaining walls, etc.

Did you know that these are some of the common projects that Do Not require ARC approval?

Repainting the exterior of your home using original color schemes, replanting of previously approved flower beds, removal of diseased or dead trees.

Twin Eagles

HOMEOWNERS ASSOCIATION'S ARCHITECTURAL REVIEW COMMITTEE Architectural Improvement Application and Review Form

Submit to HALO Realty Community Management at:

HALO Realty, LLC Phone: 615-822-3509
700 Johnny Cash Pkwy
Hendersonville, TN 37075

Homeowner's Name: _____

Mailing Address: _____

City/State/ZIP: _____

Phone Number: _____

Email Address: _____

Twin Eagles Property Address: _____
(if different from above)

Nature of Improvement: _____

Supplier/Contractor: _____

Sub-Contractor: _____

Proposed Construction Date: _____ Proposed Completion Date: _____

Plans Submitted: Yes _____ No _____

Construction Material(s): _____

Dimensions _____ Color _____ Style _____ Location _____

A diagram of all improvements must be attached to the application showing location and dimensions. Please reference property lines when applicable. A drawing or brochure with a 3-D pictorial demonstrating the finished look is required. (Particularly with fences decks and additions) Include elevation drawings and plot showing location of structure changes. Attach plot drawing with location of: sidewalks, driveways and building structures.

I assume full responsibility for:

- All grading and/or drainage issues relating to the improvements.
- All work associated with the project will be completed within the property lines.
- Any damage to adjoining property (including common area) or injury to third persons associated with the improvement.
- No work will begin on this proposal until I receive written approval from HALO Realty, LLC.
- Meeting all required Twin Eagles Covenant requirements.

Approval is contingent upon the construction being completed in a timely, professional and workmanlike manner as per the specifications submitted in this application. Approval authority granted (if so granted) will automatically expire should the proposed project not be started within 90 days of the approval date unless extended in writing and approved with this request.

*** For Internal Use Only ***

Date Received by HALO: _____ Received by: _____
Date Received by ACC: _____ Received by: _____
Date of Inspection (if *necessary*): _____ Inspected by: _____
Date Approved: _____
Approval Signature: _____
Approved with Conditions: _____

Date Disapproved: _____
Disapproval Signature: _____
Disapproval Reasons: _____

