

HUNTINGTON WOODS HOMEOWNERS ASSOCIATION, INC.
APPLICATION FOR EXTERIOR MODIFICATION (Long Form)

1. Fill out this form in its entirety. Sign then initial all required locations and include any additional required items.
2. **Mail the completed form to: Thornburg & Associates, PO Box 3443, Hickory NC 28603-3443.**
3. Upon approval you will receive written notification.

Unit Owner's name: _____ Date: _____

Address: _____

Phone #: _____ Email: _____

Address of Unit If Different: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Contractor's Name: _____

Address: _____

Contractor's License #: _____ Contractor's Phone #: _____

REQUESTED MODIFICATION: _____

Required Attachments:

- 1. A second copy of this Application for Exterior Modification
- 2. Two sets of plans and drawings with materials and colors to be used. Note: One set is for the mgmt/BOD use; the other set is to be returned to you as "Approved". Other items that may be helpful are: sketches, specifications, professionally prepared and sealed plans, pictures, paint charts, or any other information that will assist in reviewing this application. Please attach these to this request prior to submitting it to our management company.
- 3. A copy of your plot plan obtained from the county record demonstrating the location of the proposed exterior design change on your lot in relation to the home and other existing structures and lot lines or setbacks is required.
- 4. A copy of the contractor's license and a copy of proof of General Liability Insurance & Worker's Compensation Insurance (as required by the state).
- 5. Two brochures and/or color samples of manufactured products to be used.

I understand that it is my responsibility to insure that my Contractor(s) comply with all HWHOA rules. I acknowledge that I will be responsible for contacting any applicable municipality and for the cost to obtain building permit(s) and inspection(s) as required. In all cases I recognize the proposed modification must be in compliance with applicable building codes including any changes that must be made to existing structures to accommodate the new modification. _____(Initial)

I understand that approval will not be granted for any modification, which conflicts with the Declaration of Covenants, Conditions and Restrictions or the Bylaws and I am responsible for the accurate determination of property lines and setbacks and that the modification will not exceed these boundaries. _____(Initial)

I understand that I will be responsible for all costs of this modification and for costs associated with any repair to the common area occurring as a result of implementing this modification. Examples include, but are not limited to, buildings, roofs, exterior walls, lawns, plants and drainage. I recognize that any modifications to the common area landscaping scheme are subject to the formal acceptance by HWHOA. I also understand that the job site must be left reasonably clean at the end of each day, that neither debris nor dirt may be dumped in common areas or left at the job site. _____(Initials)

I agree that all modifications will be thorough, with no less than good quality materials, free from faults and defects and in compliance with any and all applicable laws, regulations, and ordinances. Any deficiencies in workmanship or materials, determined by reasonable standards of construction in Catawba County, NC, shall be corrected upon the request of the HWHOA at the cost of the homeowner. Such corrections must be performed within thirty days of written notice from the HWHOA or its duly appointed representative. _____(Initials)

I agree to indemnify myself and all my successors and assigns to covenant and agree to hold HWHOA harmless from all claims, demands or liability arising out of or encountered in connection with this Agreement, whether such claims, demands or liability are caused by owners, owner’s agents or employees, or contractors or subcontractors employed on the project, their agents or employees, or caused by any products installed on the project by said contractor(s) or subcontractor(s). Such indemnification shall extend to claims, demands or liability for personal injuries and by property damage occurring during installation, as well as after completion, including, but not limited to, all owner’s maintenance responsibilities provided herein. _____(Initials)

I further indemnify and hold HWHOA harmless from all liability related to any damage to existing modifications (wherever located within the Subdivision) resulting from the installation/construction of this Architectural Modification. _____(Initials)

I understand that any future maintenance or replacement of permitted modifications shall be the homeowner’s responsibility. _____(Initials)

I understand a Maintenance Indemnity Agreement will be required for this modification. I agree to have a formal Maintenance Indemnity Agreement for this modification created by the HWHOA attorney and recorded in the Chain of Title at Catawba County Recorder’s office at my expense. _____(Initials)

Upon transfer of ownership of subject property, the homeowner agrees to inform and provide copies to the new owner of any maintenance & indemnity agreements that have been set up prior to the transfer. _____(Initials)

Signatures from all property owners that are adjacent or connected to my lot and from homeowners that would have a reasonable view of the modification from their property are required. If the unit adjacent to my unit is occupied by a tenant, the signature must be obtained by the owner of the unit. Please obtain their signatures prior to submitting your request in the area below or on a separate sheet of paper if necessary. _____(Initials)

I acknowledge that the requesting property owner has shown (me/us) the details of the proposed modification described on this form and that (my/our) signature represents only (my/our) awareness of the request. I understand that (we) may make verbal or written comments directly to the HWHOA Board/Committee if desired.

NAME SIGNATURE ADDRESS LOT#

NOTE: I understand that I must receive written approval of the HWHOA Board of Directors/ACC Committee in order to proceed. I understand that the Board/Committee approval does not constitute approval of the local building department and that I may be required to obtain a building permit. I agree to complete the modifications promptly and within the time frame stated in the approval letter. I further understand that work that begins prior to written approval may result in a fine charged to me. _____(Initials)

By signing this agreement, I agree to be bound by its terms and conditions and any conditions set forth by the Architectural Committee in the Architectural Committee Certificate, which is attached hereto as Exhibit "A" and made a part hereof by this reference.

Owner Signature

Owner Signature

Date

For HWHOA Use

Date ACC Received: _____ ACC Request #: _____

Response Letter Date: _____ Original Documents Filed in ACC Book Date: _____