

Received _____

Reviewed _____

Bonterra Homeowners Association

APPLICATION FOR ARCHITECTURAL APPROVAL

www.bonterraHOA.com

Name: _____ Date: _____

Address: _____ Email: _____

Home #: _____ Work #: _____ Cell #: _____

Type of Improvement and/or Modification:

(Please Describe) _____

Project Duration/Anticipated Completion date:

IMPORTANT: Please attach a detailed description of improvements and/or modifications and include the following information if applicable:

- Location on Lot
- Size
- Color
- Copy of Property Survey showing changes/additions
- Materials
- Type of Vegetation
- Plans/Drawings
- Exterior Finish
- Dimensions
- Roof Design
- Contractor, etc.

Before completing and submitting your Application for Architectural Approval (“Application”), please be advised that you are responsible to make yourself familiar with the association’s covenants, rules and architectural guidelines. These documents should have been provided to you when you purchased your home. You are responsible for ensuring that any proposed improvements and/or modifications comply with all applicable regulations, ordinances and laws. Homeowners are solely responsible for having on-site surveys completed and securing any necessary building permits required by the town and county. The Association, the Board of Directors, its committees or the management company are not responsible for your compliance or noncompliance with any applicable laws or building codes.

Required Documents

Your application will not be reviewed by the Association without all required documents

- Fully completed Application (this form)
- Copy of deed or closing documents if closed within last 90 days
- Survey of the Lot showing exactly where the proposed improvement and/or modification will be located on the Lot
- Drawing of the proposed improvement and/or modification along with photos if applicable
- Detailed description of the proposed improvement and/or modification including size, color, description of the materials to be used
- Detailed description of any plantings, excavations or changes in the grade of the Lot

- Any other documents that will allow the reviewers to accurately visualize the completed improvement and/or modification

Please include only ONE copy of Application. It is recommended you keep a copy of your Application for your records. Applications for multiple improvements may be submitted together as long as they are clearly defined. An “Approval”, “Denial” or a “Request for More Information” letter will be sent to you. Please allow thirty (30) days after receipt of Application to receive a reply. The ARC reserves the right to request additional information (including an Application Fee as provided for in the Declaration) as needed for improvement and or modification clarification. Your Application may be put on ‘Hold’ pending the ARC’s receipt of this additional information. This could result in an additional thirty (30) days to review and receive a reply. Approved projects must be completed within twelve (12) months from date of approval. If you have any questions, please contact BonterraARC@mycmg.com.

PLEASE NOTE – The Association’s approval, in whole or in part, of your Application for Architectural Approval is not and shall not be interpreted as confirmation that you have complied with any local, state or federal statute, rules or regulations. Approval by the ARC also does not indicate approval of any specific contractor or construction. ARC approval is for the purpose of satisfying the requirements of Article IV of the “Declaration of Covenants, Conditions and Restrictions for Bonterra” and for no other purpose. The ARC’s function is not to hire an engineer or other expert to confirm the plan being submitted by the Owners. Accordingly, in the event an ARC approved improvement and/or modification results in the redirection of water/drainage or increased volume of water/drainage onto other Lots or property (for example, common area or easements), the ARC reserves the right to withdraw, in whole or in part, the approval of any Application or require additional work be done to reverse any redirection of water/drainage or increased volume of water/drainage onto other Lots or property at your (Owner’s) sole cost. Such corrective work shall be completed within 30 days of notice from the Association. As a service to Indian Trail residents, the Town will review plans for projects that impact drainage and provide recommendations. You are strongly encouraged to reach out to the Town to seek its input on your project. By signing this application you agree to the foregoing terms.

Please submit your Application and all supporting documents to:

Bonterra Homeowners Association
BonterraARC@mycmg.com or fax to:
704-509-2429

Arch Committee Approval: Yes _____ No _____ Date: _____

Board Approval: Yes _____ No _____ Date: _____

Instructions

Important, please read before submitting your Application: Before completing and submitting your Application for an exterior improvement and/or modification to your property it is the your responsibility to ensure that your proposed improvement and/or modification to your property meets all of the local, state and federal government requirements as well as the association’s Covenants, Conditions, and Restrictions and Architectural Guidelines.

Copies of the associations Covenants, Conditions and Restrictions and Architectural Guidelines can be found on your owner portal at www.bonterraHOA.com.

You are solely responsible for having site surveys completed as well as procuring and abiding by building permits that are required by the local, state or federal government. The Association, the Board of Directors, its committees or the Association's management company are not responsible for your compliance with applicable law or building code.

Application Process

1. Your application will be reviewed by the Architectural Committee or Board of Directors once a **fully complete application is submitted along with all of the required documents and the application fee (as may be imposed pursuant to the terms of the Declaration) is received.** The Architectural Committee or Board of Directors has up to 30 days, after receipt of a fully completed application to review your application and make a decision on approval or denial.
2. Do not start any activity on the proposed improvement and/or modification until you have received approval from the Board of Directors or the Architectural Committee in writing.
3. A separate Application must be submitted for each proposed improvement. For example, one Application for a perimeter fence and a separate application for an extension of the deck.
4. The Architectural Committee or Board of Directors will notify you in writing that your Application has been approved, denied, put on hold, or approved with changes within 30 days of the receipt of a fully completed Application.
5. The Architectural Committee or Board of Directors may request additional information in order to make a decision on the Application. If there is a request for additional information the Board of Directors or Architectural Committee will have 30 days from the receipt of the additional information to provide you with a final decision on the application.
6. Approved improvements must be completed within one year of the approval date. Within 72 hours of the completion of your Project, please submit a photograph(s) showing your Project has been completed in accordance with your approved Application.