



264 W. Millbrook Road | P.O. Box 20969 | Raleigh, NC 27619 | Office: (919) 676-4008 | Fax: (919) 676-2721

www.Pindell-Wilson.com

Homeowners Association Architectural Change Request Form

Name: _____ Phone # _____ Email: _____

Property Address: _____

HOA/ Neighborhood Name: _____

Projected Start Date: _____ Projected Completion Date: _____

**You may mail, fax, or email this request to your property manager at Pindell-Wilson after full completion of the applicable items below. Please provide as much information as possible so a decision can be made. All change requests will be responded to in writing and, unless otherwise stated in the documents for your community, a decision will be made within 30 days.*

1. Provide an accurate description of the proposed architectural change or project. Include materials, colors, preservation techniques, and structural details, similarities to existing structures within the community, measurements, and any other information that will accurately describe the appearance of the change when complete. Include color samples and/or paint chips for exterior color change requests.

2. Provide a "birds-eye" view of the property and identify the proposed changes. This can be done by including a lot survey or hand drawn diagram and marking the proposed changes in colored pen or marker.
3. Provide as many views of the proposed project as necessary to accurately describe it and present it to the board of directors or architectural committee.
4. Have each owner of neighboring/adjacent lots or any owner who would reasonably be able to view your proposed change from their property sign below. *Note to homeowners: Your signature below indicates that you have seen this proposal and agree to the change being completed as submitted. If you disagree with the proposed change or have concerns you wish to be known, please discuss with your neighbor and try to resolve them or submit your concerns to Pindell-Wilson in writing. All architectural change request decisions will be made by the Board of Directors for your community.*

Name & Address

Signature & Date
