# Cypress Island Interior/Exterior Alteration Application

Owner's Name: _____Lot Number _____

Address of Proposed Changes: _____

Mailing Address of Owner (if different): _____

Phone: (h) _____ (w) _____ (c) _____

Description of desired Change(s) Details to be filled in on Reverse Side/Separate Sheet:

_____

_____

_____

Acknowledgement of homeowner most affected by/adjacent to the change:

Address _____

Signature _____ Date _____

Your signature indicates an awareness of the applicant's intent and does not indicate approval or disapproval. If you have any concerns about this application, contact the chairman of the Architectural Review Committee posted at the clubhouse.

## Notes:

1. Nothing herein contained shall violate any of the provisions of building and zoning codes of Wilmington/New Hanover County, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said reconstruction.
2. The building ordinance of the Wilmington/New Hanover County requires that you file plans with the building inspector for construction requiring a building permit.
3. I understand and agree that no work on this request shall commence until written approval of the Architectural Review Committee has been received.
4. I understand that any construction or external alteration undertaken by me or on my behalf before the approval of this application is not allowed and that if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay for all legal expenses incurred.
5. I understand that members of the Architectural Review Committee are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress and the completed project, and that such entry does not constitute a trespass.
6. I understand that my approval is contingent upon construction or alterations being made in a professional manner.
7. Committee decision is required on all applications within thirty (30) days of receipt of completed application to the Architecture Review Committee, NOT the date of my signature.
8. It is understood that I am aware of the Cypress Island Association standards to the review process established by the Board of Directors which state that I have the right to appeal all ARC decisions to them within 30 days of their decision.
9. The alteration authority granted by this application will be revoked automatically if the alteration request has not commenced within 45 days of the approval date of this application and/or completed by the date specified by the ARC.

10. When any addition is permitted to be located in an easement area, it is with the understanding that removal may be required in order to perform maintenance in the easement area, and that such additions will not be replaced by the association, its successors or assignees.
11. I certify that the work described herein does not encroach onto any common area, onto any limited common area or adjoining private property for which I have no responsibility.
12. I understand that I am solely liable for any cost of maintaining and/or repairing the approved project. Furthermore, I hold harmless the HOA and its Board of Directors for any damages to the building and common areas incurred by my work. I have sole responsibility and liability.
13. Construction hours are weekdays from 8:00 AM to 7:00 PM, Saturday from 8:00 AM to 5:00 PM and no construction on Sundays.
14. Every application will be reviewed and assigned a "to be completed by" time frame, depending on the job request.

Signature _____ Date _____

The committee's decision will be given to you after review by the Architectural Review Committee, but all documentation is kept for our records. Keep a copy of your submission for your records.

Instructions:

1. Fill out all information on application.
2. Describe in full detail and attach exhibits, i.e. sketches, drawings, photographs, pictures or illustrations:
    a. List materials to be used.
    b. List color of materials to be used and attach a sample of the color.
    c. Indicate location of change on a plot of your property.
    d. Contour lines will be required where drainage is a consideration.
    e. Estimated start and completion date (from date of approval).
3. If the change is for a structural alteration, addition or patio:
    a. Attach completely drawn scale drawing(s) or architectural plans.
    b. Exterior alteration much be compatible in design and color with existing structure.
    c. Exterior lighting must not produce a glare and not be sodium vapor.
    d. If the project changes the built-upon area of your lot, provide a plot plan with measurements of all concrete and areas under roof on the property (all concrete and under roof counts as built-upon area and can't exceed 3200 square feet).

Notes:

- Any incomplete form will be returned for clarification and/or completion.
- Mail the completed application to Blue Atlantic Management 5129 Oleander Drive Suite 101, Wilmington, NC 28403 or email to Thomas@Bamgt.com.