

ARC FORM - REQUEST FOR APPROVAL

ARCHITECTURAL CONTROL COMMITTEE (ARC) & SFPHA BOARD

Refer to ARC Guidelines when filling out ARC Form - Located on SardisForestPatioHomes.com under Association Documents
(PLEASE ALLOW **UP TO 30 DAYS** FOR RESPONSE. EVERY EFFORT WILL BE MADE TO RESPOND IN LESS THAN 30 DAYS)

I. Homeowner

(NOTE: RENTERS MAY NOT SUBMIT FORM. SHARED FENCE - BOTH OWNERS MAY SUBMIT ONE ARC FORM FOR APPROVAL)

Full Name & Preferred Name	
Address # / Unit	
Phone	
Email	
Date Submitted	

- ALL INFORMATION REQUESTED IS **REQUIRED** FOR APPLICATION TO BE CONSIDERED **COMPLETE** -

II. Requested Update / Change to Property - Please check box or circle

(NOTE: EACH REQUEST REQUIRES A **SEPARATE** COMPLETED ARC FORM, UNLESS SUBMITTING A SHARED FENCE)

Fence Replacement; Shared Fence _____		Wrought Iron Railing	
Front Door Replacement		Extended Roof / Patio Cover	
Storm Door Replacement		Deck / Sunroom / Screened Porch	
Patio Door Replacement		Landscaping on Common Property	
Sunroom Windows Replacement		Windows	
Other (please specify):			

Alterations to existing building, Concrete additions or alterations, Exterior Walls, Patio Covers, Awnings, Water Features, Solar Equipment, Lighting

III. Description of Requested Update or Change to Property

(NOTE: **PICTURES ARE REQUIRED** PRIOR TO APPROVAL OF PROJECT AREAS AND COMMON AREAS THAT COULD BE AFFECTED)

Description of Update/Change Submit add'l info if needed/required	<input type="checkbox"/> If Shared Fence, Unit/s _____
Dimensions Height, Length, Width	
Color	
Materials All fence wood must be pressure treated	
Estimated Dates Start Date must be after ARC approval	<i>Start:</i> _____ <i>Completion:</i> _____
Contractor / Who will do the work Name, Address, & Phone (If applicable) *Homeowner is responsible for all damage & debris *Outside - Contractor Work Hours 9am - 6pm, Mon - Sat / Unless Emergency	<i>Name:</i> _____ <i>Address:</i> _____ <i>Phone:</i> _____

IV. Architectural Control Committee (“ARC”)

The ARC is responsible for reviewing all proposed work by each homeowner, and further submitting the request to the board for further review and approval. The ARC's review authority is limited to the external appearance and improvements, this does not cover structural integrity, construction methods, or compliance with building codes or other legal requirements imposed by governmental authorities.

The ARC shall have exclusive authority to make final decisions on matters requiring judgment, and these decisions shall not be subject to appeal or review.

Owners must ensure that tenants comply with these requirements for leased properties.

V. Required Attachments

NOTE: DOCUMENTS BELOW MUST BE ATTACHED FOR APPLICATION TO BE CONSIDERED COMPLETE. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED** UNTIL ALL REQUIRED INFORMATION IS PROVIDED ON THE ARC FORM

- Only Page 1 with photos and attachments need to be submitted
- *“Photo Proof” is required*: Submit by email to SardisForestARC@gmail.com - Photos must be taken before the change / update of the project area. Include photos of common areas, such as paths, that could be affected by contractors. (Note: Pictures are required before approval) Upon project completion, take photos of the completed update / project area including common areas. Email final pictures for ARC committee to review. The ARC request will not be closed out until the project, as well as areas affected, have been cleaned, leaving no debris, affected rock or pine needles replaced and “photo proof” has been submitted and reviewed. Once satisfied, a notice of completion will be sent to the homeowner and closed on their account.
- *Landscaping on common property*: Requires written documentation, including detailed descriptions and drawings outlining ground materials, plant types, and any additions or removals. This does not apply to flowers or bulbs. Please note that any planting in common areas becomes part of the SFPHA common property. Additionally, landscapers or contractors working on-site may inadvertently cause incidental damage.
- *Architectural changes*: Detailed plans and Drawings are required. Include 3 views - Front, Top, and Side(s). (Hand Drawings - Discretion of ARC Committee and Board). Sunrooms, screened porches and patio covers require a signed and completed Agreement A with all required documents. Additional fees for specialized Architects or other needed services may apply.
- *For a shared fence*: Both homeowners may submit a single joint ARC Form, which must include the contact information for both parties. If separate ARC Forms are submitted, both forms must be approved prior to the commencement of work. When submitting separate forms, both units must be identified as a shared fence.
 - If significant attempts to contact a non-responsive resident are made, these efforts must be documented and supported by substantial evidence. In such cases, a homeowner may submit an ARC Form for the applicable fence line. Upon completion of the project and resolution of any violations, it will be the homeowner's responsibility to pursue restitution through small claims court, if desired.
- All information must be filled out. If any information is left out, the form will not be accepted until complete.

VI. Important Information

- The ARC reserves the right to request more information to clarify the ARC Application.
 - If required information is not provided by the applicant, the ARC request will be paused until complete.
 - The application date must be updated with all requested information.
- ARC Forms are required prior to making any changes. Any changes made prior to ARC approval, and not in accordance with the Association's Declaration of Covenants, Conditions, and Restrictions, may result in fines and even removal at home owner's expense.
- Approval by the ARC does not in any way guarantee approvals by the City, County or any other such Agencies. All approvals and permits are the responsibility of the applicant.
- Owners are responsible for adhering to all relevant building codes, legal regulations, and requirements set by government authorities.
- Contractors / Subcontractors - Must be licensed according to the NC Contractors License.
 - Work hours conducted during regular business hours 9am - 6pm, unless emergency.
 - Applicants are responsible for ensuring that their contractors maintain appropriate conduct while on-site. Disruptive behaviors such as loud music, offensive conduct, alcohol, or use of profanity will not be tolerated. Individuals engaging in such behavior will be asked to leave the project immediately.

Persistence may result in that individual being denied access to the project. Additionally, trash must not be disposed of anywhere on the job site, lot, or common areas.

- If contracted work is not completed within the estimated timeframe, a 10-day grace period will be allowed. If the work is still not completed to satisfaction, a new ARC form application, along with supporting documents, may be required.
- Equipment must be removed daily. Nothing should be stored behind the fence or in the common area.
- The ARC has **30 days** from receipt to respond to your request; however, every effort will be made to respond sooner than that. The process **does not begin** until **all required documents are received** by the ARC.
- Residents of Sardis Forest Patio Homes (“SFPHA”) must abide by the SFPHA Declaration of Covenants, Conditions and Restrictions (as may be amended from time to time, the “CCRS”) and other Association Documents located on the SFPH website.

To submit this ARC Request for Approval:

1. Download this form, fill it out (Page 1), take “Picture Proof” of the project area and common areas that may be affected, and email from a phone or upload to a computer with required documents and attachments. Final pictures must be submitted when complete to review and close the ARC request.

If you choose to submit your ARC request through Friends, Family, FedEx, Library, Neighbor, etc. Please specify on your form how you wish to receive any questions or approvals.

**Sardis Forest Patio Homes Association (“SFPHA”)
Architectural Request Committee (“ARC”)
Email: SardisForestARC@gmail.com**

2. If you are unable to submit this form electronically, mail the completed form with all the required attachments & documents to:

(Note: Cedar Management **will charge** the homeowner \$20.00 to \$30.00 for handling any **ARC Request received by mail.**)

**Sardis Forest Patio Homes Association
c/o Cedar Management ARC
PO Box 26844
Charlotte NC 28221**

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