

SUNROOM, SCREENED PORCH, COVERED PATIO

SARDIS FOREST PATIO HOMES - ("SFPHA")

**AGREEMENT A**

Please ensure that pages 1-2 are completed in their entirety, along with all required attachments. For further information, please refer to the Application Process and Details outlined below.

I. Owner's Information

Full Name of Owner/s	
Address # / Unit	
Phone	
Email	
Date Submitted	

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

II. Contractor's Information

(IF CONTRACTOR'S INFORMATION CHANGES, REAPPROVAL IS REQUIRED & DOCUMENT UPDATED WITH REVISED DATE)

Full Name of Contractor (Providing Licence #)	
Address	
Phone	
Email	
Date Submitted	

III. Architect

Full Name of Architect		
Address		
Phone		
Email		
Date Submitted		
Current Insurance	Expiration:	<input type="checkbox"/> Attached Insurance to Application

IV. EXPECTED TIME FRAME

(IF CONSTRUCTION IS DELAYED OR EXTENDED, RE-SUBMIT THIS FORM WITH REASON FOR DELAY, & REVISED END DATE FOR APPROVAL)
- Construction Delay & Extension Request, See page 8 -

Expected Start Date	
Expected End Date	

V. ATTACH DOCUMENTS

- All boxes required to be complete - Please check box when attached to ARC email -

Mecklenburg Co Building Permit		Notary Public		'Picture Proof' (See Requirements below)	
Building Plans by Architect		Notice of Intent			

VI. I/ WE AGREE TO TERMS SET FORTH IN THIS AGREEMENT

PLEASE INITIAL, PRINT YOUR NAME(S), SIGN, AND DATE THE APPLICATION BEFORE SUBMITTING

The final improvement must match the approved plans. Initial _____

Homeowner's Printed Name/s

Homeowners Signature/s

Date

SFPHA - SUNROOM, SCREENED PORCH, COVERED PATIO - AGREEMENT A

1) Application & Approval Process

Board approval is required before construction begins. Homeowners must complete the **SFPHA - Sunroom, Screened Porch, Covered Patio - Agreement A** form and submit all required documents and attachments to SardisForestARC@gmail.com. Written approval from the ARC Committee, subject to final Board approval, is mandatory before starting any construction. Unauthorized modifications/ building or those not in compliance with the Association's **Declaration of Covenants, Conditions, and Restrictions (CCRs)** may result in fines or removal at the homeowner's expense.

Application Review

Incomplete applications will not be considered. The review process will be paused until all required information, attachments, and photo proof are provided. Once complete, the application will be updated with a new review date and processed.

Required Attachments

- **Photo Proof:** Before, during, and after photos documenting compliance throughout construction. Photos must include common areas such as paths and parking lots. Homeowners are responsible for maintaining cleanliness and restoring any disturbed areas, including **1" gray gravel or pine needle replacement**. Storage of materials behind fences or in common areas is prohibited.
- **Architectural Drawings:** Must be submitted with detailed plans and materials.
- **Building Permits:** Must be kept current

Homeowner Responsibility

Homeowners must maintain accurate records and ensure compliance with SFPHA CCRs, current building codes, and city and county regulations. Keeping schedules, permits, and other essential documents up to date is crucial for a smooth and compliant construction process.

2) Architect & General Contractor Requirements

Construction Hours: 8:00 AM – 5:00 PM.

Architect: Must have an active **NC license** and provide detailed drawings/plans, including building materials.

- Verify license: NC Board of Architecture - www.ncbarch.org/

General Contractor: Must be a **licensed and insured NC General Contractor**, responsible for obtaining the building permit.

- Must have an account with Mecklenburg County and be bonded.
- Applications must be submitted to both the **City and County**.
- Verify license: NC Licensing Board for General Contractors - nclbgc.org/

Neighbor Notification: Homeowners must inform neighbors of major construction after ARC approval.

Conduct & Site Behavior: Contractors must maintain professionalism—no loud music, offensive behavior, alcohol, or profanity. Violators may be removed and denied site access.

Site Cleanliness: Trash disposal on the job site, lot, or common areas is strictly prohibited.

Project Timelines: A 10-day grace period is allowed for delays. Further delays may require a new application.

Equipment Storage: All equipment must be removed daily. Storage behind fences or in common areas is not allowed.

3) Architectural & Design Consistency

All additions must align with the architectural style of the SFPHA community in design and construction quality.

4) Permits & Compliance

- All required building permits must be obtained and remain current. Construction must comply with applicable building codes.
- Mecklenburg Code Enforcement 980-314-2633 - NC building code (#2) - Customer service (#0)
 - Q/A: <https://code.mecknc.gov/customer-tools/circ#residential>

5) Structural Limitations

- The addition must not extend beyond the storage room or side property line.
- Roof height must not exceed that of the storage room.

6) Skylight Restrictions

Only **flat skylights** are permitted; **bubble-style skylights** are prohibited.

7) Drainage & Water Runoff

- The addition must not impact drainage.
- Future runoff, leaks, or drainage issues affecting your or neighboring units will be the homeowner's responsibility.

8) Materials & Exterior Aesthetics

All materials must match the existing structure in appearance, craftsmanship, and quality.

- **Approved Siding Materials:** Composite board, cement board, Hardie board, or wood (vinyl siding is not permitted).
- **Approved Trim Materials:** Cement board, wood, or PVC.

9) Paint & Color Requirements

- Exterior wood, doors, and window colors must match the existing structure.
- Refer to **ARC Guidelines** for approved exterior paint colors.

10) Roofing Requirements

Shingles must match existing roofing: CertainTeed XT 25, 3-Tab Shingles, Weathered Wood (color).

11) Construction Timeline

Projects must be completed in **one phase**—segmented or prolonged schedules are not permitted.

12) Site Cleanliness & Common Area Protection

- Minimal disruption to other residents is required.
- Work areas and common areas must be cleaned daily, including parking lots.
- No materials may be stored behind fences or in common areas.
- All debris must be removed.
- Pathway disturbed gravel (1" gray gravel) must be restored & any pine needle displacement restored.
- Homeowners are responsible for any damage to common areas or existing structures.

13) Project Completion & Documentation

A **Notice of Completion** with photo evidence must be submitted to the **ARC Committee** upon finishing construction.

14) Non-Compliance & Costs

Any costs due to failure to comply with approval conditions will be at the homeowner's expense.

Acknowledgment & Agreement

By signing Page 2 of this agreement/ "Agreement A" form, you acknowledge, understand, and agree to the terms and conditions outlined above.

To proceed with approval, submit this signed agreement along with all of the completed required attachments to the **SFPHA Architectural Control / ARC Committee**.

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

Upon completion of your _____ **addition**, a **Notice of Intent** must be signed, dated, and notarized to certify that construction is complete. Submit the signed **Notice of Intent** along with a **\$26.00 check payable to the Register of Deeds Mecklenburg County** & to **Cedar Management Group** for official filing, as required by **SFPHA**.

NOTICE OF INTENT

I (WE), _____ AND _____,

**OWNER(S) OF PROPERTY LOCATED AT _____ NOLLEY COURT,
MECKLENBURG COUNTY, CHARLOTTE, NORTH CAROLINA, AND MORE PARTICULARLY DESCRIBED AS:**

**BEING ALL OF LOT NO. _____ OF SARDIS FOREST PATIO HOMES,
PHASE _____, AS SHOWN ON MAP THEREOF RECORDED IN
MAP BOOK _____ PAGE _____ OF THE MECKLENBURG COUNTY
REGISTER OF DEEDS,**

**DO HEREBY AGREE THAT IMPROVEMENTS HAVE BEEN MADE TO MY (OUR) PROPERTY. I (WE) HEREBY
AGREE THAT ALL MAINTENANCE, REPAIR AND UPKEEP WILL BE MY (OUR) RESPONSIBILITY AND THE
RESPONSIBILITY OF SUBSEQUENT OWNER(S).**

**I (WE) HEREBY RELIEVE AND HOLD HARMLESS SARDIS FOREST PATIO HOMES ASSOCIATION AND ITS
ASSIGNS FROM ANY LIABILITY, MAINTENANCE AND/OR REPAIRS TO THIS IMPROVEMENT.**

_____(SEAL) _____(SEAL)

This ____ day of _____, 2____ This ____ day of _____, 2____

STATE OF NORTH CAROLINA
COUNTY OF MECKLENBURG

I, a Notary Public for said County and State, do hereby certify that

_____ and _____

personally appeared before me this day and acknowledged the due execution of the
foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, _____

Notary Public

My Commission Expires _____ .

RETURN TO:
Sardis Forest Patio Homes Association
C/O Cedar Management Group
P.O. Box 26844
Charlotte, NC 28221

SUNROOM, SCREENED PORCH, COVERED PATIO

SARDIS FOREST PATIO HOMES - ("SFPHA")

AGREEMENT A

Construction Delay & Extension Request

If construction is delayed or the completion timeline is extended, this form **SFPHA - Sunroom, Screened Porch, Covered Patio - Agreement A**, must be resubmitted with an updated end date for approval.

Revised Completion Date	
Reason For Delay	
Printed Name	
Property Address	
Date Submitted	

Homeowner's Signature: _____

Date: _____

<p>For ARC Committee Use Only:</p> <p>Extension <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____</p> <p>Comments:</p> <p>_____</p> <p>_____</p>
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