

ROUDEBUSH WOODS

Architectural Approval Procedure & Regulations

Requests for architectural approval for any such proposed improvements must be submitted on the Architectural Change Request Form. Should you need a copy of this form it can be obtained through CASI. A copy of the plot plan for your lot (furnished to you by the builder at closing) must accompany your request and be marked to show the location where the proposed improvement (e.g. wall, fence, deck, patio) will be built. Also, please submit any additional drawings, which may aid the committee in reviewing the proposed improvement. These may include such things as pictures of fence types, renderings of decks or plans for additional landscaping. All Architectural Change Requests should be mailed to **Roudebush Woods HOA, c/o Community Association Services of Indiana (CASI), attn: Wendy Blake, 11711 N College Ave, Suite 100, Carmel, IN 46032 or fax to 317- 875-5614.**

Please be aware that the Plat Covenants and Restrictions relating to your lot may contain restrictions on the use of lot, including limitations or prohibitions against commercial use, detached accessory buildings and nuisances; restrictions relating to the use of Landscape Easements, Landscape Preservation Easements, Lake Easements, Sidewalk Easements and Utility, Drainage and Sewer Easements; and restrictions relating to temporary structures, vehicles parking, signs, mailboxes, garbage and refuse disposal, storage tanks, water supply and sewage systems, ditches and swales, driveways, awnings, fencing, swimming pools, solar panels and outside lighting. Prior to submitting any request for architectural approval, it is suggested that you review any of these restrictions that may be applicable to the improvements you are considering.

Approval of the Architectural Review Committee does not in any way relieve the homeowner from compliance with all Federal, State, County and City Regulations, Codes, Restrictions or Laws. ***It is your responsibility to obtain any and all permits from the City of Noblesville prior to making your improvements.*** Furthermore, it is the homeowner's responsibility to ensure that all covenants, conditions, and restrictions and easements are in compliance. ***By completing the proposed project or improvement, the homeowner agrees to hold the Roudebush Woods HOA, the Roudebush Woods Architectural Review Committee, and it's officers and agents harmless from any action resulting from the homeowner's improvements on his/her property.***

NOTE: A PLOT PLAN INDICATING THE LOCATION AND DIMENSIONS OF THE PROPOSED IMPROVEMENT MUST BE INCLUDED FOR ANY ARCHITECTURAL CHANGE REQUEST. THIS REQUEST FORM WILL BE RETURNED TO YOU WITHOUT APPROVAL IF A PLOT PLAN IS NOT INCLUDED.

Please initial here _____ to indicate you have read and agree to the information contained on this page.

ROUDEBUSH WOODS HOMEOWNER REQUEST FOR ARCHITECTURAL CHANGE

Please Print

1. Name _____ Phone _____
Address _____ Fax _____
Lot # _____ Community Roudebush Woods

FOR ALL SUBMISSIONS THE FOLLOWING ATTACHMENTS ARE REQUIRED:

- The builder at closing furnished you with a plot plan for your lot. **On a copy please draw the change in the location of where the proposed addition/improvement will be built.**
- Elevations and Blueprints or working drawings indicating all dimensions.
- If available, a photograph or drawing of a similar completed project.

THE COMMITTEE HAS UP TO 30 DAYS TO REPLY – PLEASE PLAN ACCORDINGLY – THANK YOU!

2. Requesting architectural approval of the following:
_____ Improvement _____ Addition _____ Repair/Replacement

3. Briefly describe the proposed change _____

Location: _____

Dimensions: _____

4. Please list below the major construction materials that will be used in this project. Be as specific as possible:

Requests for exterior color/materials changes MUST submit samples of color, paint, brick, etc. (Exterior materials must conform to the original construction or be sufficiently compatible.)

Note: All submitted materials will be retained by the Association.

You may wish to make a copy for your personal records.

5. Will any part of the proposed improvement extend beyond your property line? Yes _____ No _____

If yes, signature and address of the affected homeowner must be provided below:

Signature _____ Printed _____

Address: _____

6. Would any part of the proposed improvement extend into any Common Area, Utility, Drainage or Sewer Easement, Landscape Easement, Landscape Preservation Easement or Lake Easement shown on the plot plan of your lot? Yes _____ No _____

Homeowner Request for Architectural Change

7. Project schedule:

A. The work will be performed by: _____ Homeowner
_____ Contractor - Name _____
_____ Both

B. Subsequent to the committee approval, please indicate the projected start date _____

C. Please indicate all required permits (building, etc.) _____

I hereby acknowledge that I have read and understand the Architectural Control Standards set forth by the Committee and in the Declaration of Covenants, Conditions and Restrictions.

Homeowner's Signature _____ Date: _____

For ALL Submissions
Be sure to include the requested attachments listed on the previous page.

Remit to:

Roudebush Woods HOA
11711 N. College Ave, Suite 100
Carmel, IN 46032
Phone: 317-875-5600
Fax: 875-5614

..... **For Office Use Only**

Architectural Review Action:

() Approved as submitted
() Approved with restrictions as follows: _____

() Deferred: Please supply additional information _____

() Denied: ARB Comments: _____

ARB Signature _____ Date: _____