

The Millstone Ridge Homeowners Association, Inc.

Matthews, North Carolina, USA.

## ARCHITECTURAL CONTROL

The purpose of the covenants is to maintain the community's appearance, protect property values, and ensure a harmonious living environment.

Here is an extract from our covenants in reference to architectural modifications:

*No improvement of any sort shall be commenced, erected, or maintained upon the Property or any Lot, (including but not limited to exterior alterations such as fences, sheds, room additions, decks and/or porches) without the express approval of the Declarant, so long as the Declarant owns any Lot, and thereafter, by the Board of Directors of the Association. Additionally, no cosmetic change shall be made to any Dwelling (including but not limited to, color or painting of the exterior and the type of exterior finish) without the express approval of the Declarant (or the Board, as appropriate). In the event an Owner desires to erect an improvement on any Lot, or alter the exterior of any Dwelling, the Owner shall submit to the Declarant (or the Board, as appropriate), three copies of the plans and specifications showing the nature, kind, shape, height, materials, and location of the improvements. The Declarant (or the Board) shall have absolute discretion as to the approval or denial of any improvements, provided that the Declarant (or the Board) shall base its approval or denial upon reasonable consideration as to harmony of external design and location in relation to surrounding structures and topography. Absent such approval, the proposed improvement may not be commenced.*

## INSTRUCTIONS:

Attach a written description of the scope of the proposed changes including the general nature of the work, location of the changes, colors and materials to be used plus any plans, drawings, photos or brochures necessary to illustrate the dimension, size and appearance. Please be sure to include details of any landscaping changes or removals which may be necessary to accomplish the changes proposed.

COMPLETE requests can be mailed to:

The Millstone Ridge Homeowners Association  
c/o Hawthorne Management Company  
P.O. Box 11906, Charlotte, NC 28220

--Or--

Requests which can be assembled electronically into a single email with preferably a single ZIP attachment (including page #3 of this form and the items described above) can be sent to:

[arc-form@millstoneridge.org](mailto:arc-form@millstoneridge.org)

With your community's name, your last name and your property address included in the subject line.

**IMPORTANT:** Please allow up to 3-4 weeks for the community to complete the review and response process. Requests which do not include the items described above will delay the process. The review and response is based on the community's governing documents and the information submitted with this request. The property owner is responsible for investigating and complying with any and all other local requirements, permits or jurisdictions the property is subject to.

Architectural Request Form

**The Millstone Ridge Homeowners Association, Inc.**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**Changes:**

- |   |                                  |  |   |
|---|----------------------------------|--|---|
| <input type="checkbox"/> Fence          | <input type="checkbox"/> Deck    | <input type="checkbox"/> Covered Porch | <input type="checkbox"/> Utility Building |
| <input type="checkbox"/> Patio          | <input type="checkbox"/> Pool    | <input type="checkbox"/> Garage        | <input type="checkbox"/> Home Addition    |
| <input type="checkbox"/> Exterior Color | <input type="checkbox"/> Roofing | <input type="checkbox"/> Landscaping   |   |

Location: \_\_\_\_\_

Size: \_\_\_\_\_

Color: \_\_\_\_\_

Materials: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

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**HOA Board Use Only:**

Approved  Denied Date: \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board Member Name: \_\_\_\_\_ Signature: \_\_\_\_\_