

Architectural Review Committee (ARC)

Please submit request to:
Community Association Services of Indiana
11711 N. College Ave., Suite 100, Carmel, IN 46032
Fax: (317) 875-5614 / Email: customerservice@cas-indiana.com

Application Date: _____

Community: _____

Name: _____

Phone: _____ Alt Phone: _____

Address: _____
street city zip

Unit/Model: _____ Lot#: _____
ranch/two story/etc.

Email: _____

Please describe the requested change. (Please be as detailed as possible to expedite the process)

Please indicate any changes or modifications in basic utility services or existing structures to accommodate the requested change

- | | | | |
|-----------|--|----------------|--|
| Electric | Yes <input type="checkbox"/> No <input type="checkbox"/> | Cable TV | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Telephone | Yes <input type="checkbox"/> No <input type="checkbox"/> | Exterior Walls | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Gas | Yes <input type="checkbox"/> No <input type="checkbox"/> | Patio Fencing | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Water | Yes <input type="checkbox"/> No <input type="checkbox"/> | Patio Slab | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Sewage | Yes <input type="checkbox"/> No <input type="checkbox"/> | Sidewalks | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Drainage | Yes <input type="checkbox"/> No <input type="checkbox"/> | Pavements | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Please list any major construction materials which will be used in this project. Please be as specific as possible. (Exterior materials must conform to those used on the original building or be sufficiently compatible.)

- Fencing:** (Required to fill out page 3 and 4)
- Roof:** (Please attach picture of new singles and indicate color)
- Wall:** (Material – height, length, depth): _____
- Other:** _____

Please indicate if the requested project will extend beyond your property line: Yes No

If yes, please provide explanation and also the name and address of the affected homeowner:

Explanation: _____

Homeowner Name: _____ Address: _____

PROFESSIONAL SERVICES AND PROJECT SCHEDULE

This project will be completed by (list names):

Contractor(s): _____

Homeowner

Both: (*Indicate who will be doing what*) _____

Please indicate the approximate time needed to complete the project, *subsequent to ARC approval*: _____

Please include the following attachments (*if applicable*):

A. Plot plan or Lot Survey (*Required for all applications, except roofing projects*).

Failure to attach will result in rejection of project.

-Blueprint of property showing existing structures and intended improvements. Include all applicable dimensions.

-Call Boone Co Auditors office if you do not have a copy (765) 482-2940

B. Permits (*as required by local government*):

- If your improvement project requires a City or County construction permit (i.e. Pool Install) those completed permits must be attached to this application. Re-roofs do not require permits.

C. Construction Specifications (*required for concrete work*):

- If your improvement project requires a City or County construction permit (i.e. Pool Install) those completed permits must be attached to this application

D. Photographs: Recommended to attach renderings of project or photographs of similar constructed projects.

NOTE: A signed copy along with a decision letter will be returned indicating whether the project was approved or denied.

*I hereby acknowledge that I have read and understand the guidelines for architectural improvements as state in the Plat Covenants and Restrictions of my association. I understand that I am required to obtain ARC approval before making any improvements and/or modifications to my home.

Please print, sign and submit your application.

Homeowner's Signature: _____ **Date:** _____

WARNING: IT IS THE PROPERTY OWNERS RESPONSIBILITY TO DETERMINE IF THE GOVERNMENT BODY (BOONE COUNTY, ETC) APPROVAL IS REQUIRED. APPROVAL BY THE APPROPRIATE GOVERNMENT BODY DOES NOT RELIEVE THE PROPERTY OWNER OF RESPONSIBILITY TO OBTAIN ARC APPROVAL NOR DOES ARC APPROVAL RELIEVE THE PROPERTY OWNER OF RESPONSIBILITY TO OBTAIN GOVERNMENT BODY APPROVAL. Rev.2012.05.01

FENCE APPLICATION FORM

Please select the fence type from the three choices below. No other fence type will be approved or allowed.

1. **Black Vinyl Chain Link**



Specify Height: 4' 5'

Additional information: _____

2. **Wooden Split Rail**



Specify: 2 Rail 3 Rail

Specify Height: 4' 5'

This fence must also be sealed and not painted. Indicate sealer color: Clear Stain: Color: _____

**Please include a picture of the intended color*

Additional information: _____

3. **Wooden Picket Fence**



This fence must conform to the following specifications:

Specify Height: 4' 5' Slat Style: Gothic Slat Width Max: 3.5" Slat Gap Min: 2"

*Shadowbox fences are not allowed. Slat gaps must be "see-through"

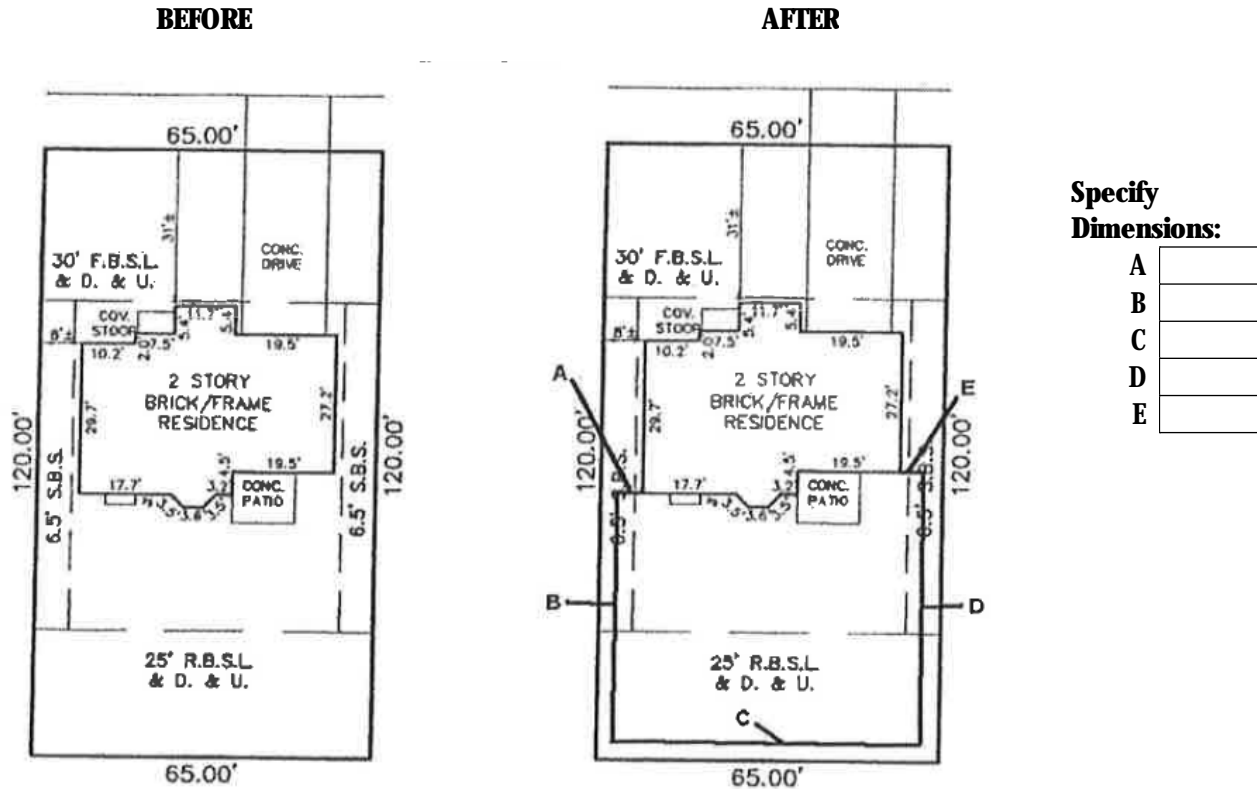
This fence must also be sealed and not painted. Indicate sealer color: Clear Stain: Color: _____

**Please include a picture of the intended color*

Additional information: _____

Please include a drawing of your PLAT or Lot Survey showing the location of the requested fence

SAMPLE



*Fence **MUST** be a minimum of **1 foot** off your property lines on all sides.

**ARC is not responsible for a fence installed outside of your property. This is not allowed per the covenants. The home owner would be responsible to have the fence corrected.

For additional information please refer to the Royal Run covenants; Section 5.25 Fencing

"No fence shall be erected on or along any Lot line, nor on any Lot, the purposes or result of which will be to obstruct reasonable vision, light or air. All fences shall be kept in good repair and erected so as to enclose the property and decorate the same without unreasonable hindrance or obstruction to any other property. Any fencing permitted to be used in the subdivision (unless installed by Developer) must be wooden or black vinyl coated chain link and shall not be higher than five (5) feet. Uncoated chain link fencing is prohibited. No fencing shall extend forward of the furthest back corner of the residence. All fencing style, color, location, and height shall be generally consistent within the subdivision and shall be subject to prior written approval of the Architectural Review Committee. No fences are allowed in easements and if erected, are erected at the owners risk as such fences may be partially or completely torn down by others if said fence interfere with the installation, operation, and/or maintenance of the facilities for which the easement has been reserved."

All Fences must be properly maintained. If not, the owner agrees to correct or remove the fence as it would be in violation of the covenants. All fences in violation must be removed immediately upon final notice.

Article VII

7.2 Purposes and Powers of the Architectural Review Committee (ARC). The ARC shall review and approve the design, appearance, and location of all residencies, structures or any other improvement place or modified by any person on any Lot and the installation and removal of any trees, bushes, shrubbery and other landscaping on any Lot.

7.3 Duties of Architectural Review Committee (ARC). If the ARC does not approve a requested change within 45 days after all required information on the requested change shall have been submitted to it, then such requested change shall be deemed denied. One copy of the submitted material shall be retained by the ARC for its permanent files.

APPEAL PROCESS

Homeowner may have the right to appeal the ARC decision, provided appropriate documentation is provided that coincides with the covenants, within 7 business days from date of the received denial.

Homeowner may submit the appeal by notifying customerservice@cas-indiana.com.

At that time the homeowner's project will be placed in a "Hold" status for 30 days.

ARC will review appeal and make a final decision within 30 days of receipt of appeal. Once the decision is reached, the ARC committee will ensure the homeowner is notified (by call or email) of the decision.

If the ARC committee upholds the denial then the homeowner will have the right to verbally appeal during the next scheduled Board meeting and will ultimately be decided by the next Board meeting or earlier. The decision of the Board will be the final and upheld decision.