

**PRESTON VILLAGE HOMEOWNERS ASSOCIATION**

PPM, Inc of Raleigh  
11010 Raven Ridge Road  
Raleigh, NC 27614  
(919) 848-4911/ (919) 870-7241 Fax  
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**ARCHITECTURAL REVIEW FORM**

THIS FORM MUST BE COMPLETED AND SUBMITTED TO PPM, INC. FORMS ARE REVIEWED BY THE ARCHITECTURAL REVIEW COMMITTEE ON AN ONGOING BASIS. ALL FORMS WILL BE REVIEWED WITHIN 30 DAYS FROM CONFIRMED RECEIPT OF **COMPLETED** APPLICATION. I UNDERSTAND AND AGREE THAT CONTRACTOR SIGNS (OTHER THAN THOSE NEEDED FOR PERMITTING) MAY NOT BE PLACED ON MY PROPERTY AT ANY TIME.

Name \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Lot # \_\_\_\_\_

Projected Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

Signature \_\_\_\_\_ Email Address: \_\_\_\_\_

The following items must be completed before this request is submitted to PPM, Inc. for review by the Architectural Review Committee (ARC).

- 1. Give an accurate description of the work proposed. Include materials, colors, preservation techniques, structural details, similarities to existing structures, and anything that will help describe what the final work will look like. Use additional sheets if necessary. Attach color chips or samples for paint changes.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2. Attach a "Top Down" view. This is best accomplished by making a copy of your lot survey and marking your change in colored pen or marker. Showing existing property configuration as well as showing the improvement (e.g., patio, deck, home extension, etc.) and its relationship and distance to property lines, easements and drainage ditches (if any), neighbor's homes and common areas. You can locate your lot survey in your closing documents from the purchase of your home. If you did not receive a lot survey you may need to have a new survey completed. Aerial photos can be found at Zillow (<http://www.zillow.com/>), however this will not be accepted in lieu of a plot plan. Draw the improvement to scale as close as possible.

- 3. Attach as many elevations (side views) of the proposed work as necessary to accurately describe it to the Architectural Review Committee. A vertical view of the improvement as would be seen in a photograph should be included. The elevation should show the height above the finished grade and width, and all relevant details of the proposed request. Be specific to expedite the review process. Photographs and brochures should be submitted when available.

In applying for the above architectural modification, I agree to follow to the best of my ability the changes as described. I agree to meet any and all code, permit and other requirement deemed necessary by the Town of Cary, county, state or other applicable authority. I further agree that I and my assigns are solely responsible for the installation, maintenance, repair, removal, replacement and any costs due to damage to my own, neighbors' and common area properties caused by my modification.

I UNDERSTAND AND AGREE THAT SIGNS MAY NOT BE PLACED ON MY PROPERTY AT ANY TIME.

Home Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Acknowledgement of adjacent homeowners (all homeowners sharing common boundary line). Have each homeowner, whose lot is adjacent to yours (**including those behind you**) or would reasonably view the improvement from their property, sign this form. **No application will be considered unless this section is completed.**

Please be advised that the final decision regarding an architectural approval rests with the Architectural Review Committee. **Neither acceptance nor rejection of a requested change by an adjacent owner or neighbor is binding on the Committee.**

Name \_\_\_\_\_ address \_\_\_\_\_ Lot# \_\_\_\_\_ Approve (\_\_\_) Disapprove (\_\_\_)

Name \_\_\_\_\_ address \_\_\_\_\_ Lot# \_\_\_\_\_ Approve (\_\_\_) Disapprove (\_\_\_)

Name \_\_\_\_\_ address \_\_\_\_\_ Lot# \_\_\_\_\_ Approve (\_\_\_) Disapprove (\_\_\_)

Name \_\_\_\_\_ address \_\_\_\_\_ Lot# \_\_\_\_\_ Approve (\_\_\_) Disapprove (\_\_\_)

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**ADVICE TO HOMEOWNERS:**

1. Check with BBB, recent neighborhood improvements, and other to ensure your contractor selection will perform as you expect.
2. If contractor does not perform on schedule it is the responsibility homeowner to rectify the situation.
3. There may be a penalty for projects not completed in a timely manner.
4. For construction projects, work must be completed within six months after construction begins, unless an extension is requested and granted.

*In an ongoing effort to reduce costs and be good stewards of the environment, the Board will conduct business electronically through the use of electronic mail where possible. We encourage Owners to give us their emails, so that we may communicate by electronic mail. Your email will never be disclosed to third parties and will only be used by the Association for Association business. By providing your email to the Board or management company for the Association, all owners agree to receive and accept notices from the Association electronically, including without limitation, notices of responses and communications from the Architectural Review Committee pursuant to inter alia, the Uniform Electronic Transactions Act, N.C.G.S. §66-311 et seq. The undersigned agrees that any communications from the Association with respect to Association matters by electronic means shall constitute a writing as contemplated in the governing documents for the Association.*

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**FOR OFFICE USE ONLY:**

DATE RECEIVED \_\_\_\_\_ RECEIVED BY \_\_\_\_\_  
ALL ITEMS CHECKED- 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_