

**Willow Bluffs Homeowners Association, Inc.**

**Architectural Change Request Form**

Please submit this application and any attachments to:

Sentry Management, 3700 National Dr., Ste. 203, Raleigh, NC 27612

Phone 919-790-8000

Fax 919-790-5824

Email: [jrowles@sentrymgt.com](mailto:jrowles@sentrymgt.com)

Homeowner's Name: \_\_\_\_\_

Homeowner's Address: \_\_\_\_\_

Homeowner's Phone: \_\_\_\_\_

Homeowner's Email: \_\_\_\_\_

**Request Statement and Agreement**

I determine this proposed project to be fully compliant with the Willow Bluffs Homeowners Association, Inc. Covenants. I request project approval by the Association and/or Architectural Committee for the following described project only. I grant permission to the Association to enter my property and inspect the project prior to, during, and upon completion of the project. I also agree to cause the proposed improvement to be properly maintained. If the Willow Bluffs Homeowners Association, Inc. and/or Architectural Committee determines this project in any way violates the existing Association Covenants, is not completed within the allotted time, or not maintained to the satisfaction of Willow Bluffs Homeowners Association, Inc., I will cause the project to become completed in a manner fully compliant with the covenants and appropriately maintained or allow the Association to cause the project and my entire property to become fully compliant with the covenants and maintenance standards and reimburse the Association for all expenses associated with the compliance. I will be responsible for obtaining all necessary permits required by local governments having jurisdiction. Furthermore, I will be responsible for calling 1-800-632-4949 (Call-Before-You-Dig-Hotline) if I am planting in or near a common area easement.

***PLEASE READ CAREFULLY: PROCESSING TIME FOR ARCHITECTURAL REQUESTS VARIES. PLEASE ALLOW 30-60 DAYS FROM RECEIPT OF COMPLETE APPLICATION FOR A FULL REVIEW. CONSIDER THIS TIMEFRAME WHEN SCHEDULEING CONTRACTORS, ETC. PLEASE COMPLETE THIS FORM CAREFULLY AND PROVIDE AS MUCH DETAIL AS POSSIBLE, AS REQUESTS FOR ADDITIONAL INFORMATION MAY LENGTHEN THIS PROCESS. THANK YOU, SENTRY MANAGEMENT.***

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

Please have all adjacent lot owners' sign that they have seen the plans of the proposed project:

Signature	Name	Address	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Describe Proposed Changes or Additions:**

*To help speed up the process the proposed plan should include:* sizes, styles, colors, heights & dimensions, description of materials, etc. Attach a copy of your plot plan (if possible) or sketch and indicate location of proposed exterior design change on lot in relation to house, other existing structures and property lines. Also attach any sketches, specifications, pictures, paint charts, or the like that will assist in reviewing this application.

Please note that potential screening or site restrictions, noise levels, and other privacy intrusions will be considered in review & approval of any mechanical equipment, i.e. trees restricting views and pool pumps.

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ESTIMATED CONSTRUCTION DATES: \*Start \_\_\_\_\_ Finish \_\_\_\_\_

Please make sure your contractor adheres to your schedule, since the Association can force its completion.  
\*Be advised that the review process may take 30-60 days from receipt of application.

**Other Information Regarding Project Request:**

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Architectural Committee/ Sentry use only

**Special Condition for approval:**

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Approved \_\_\_\_\_

Disapproved \_\_\_\_\_  
(include reason)

Conditional Approval \_\_\_\_\_  
(see above)

Signature: \_\_\_\_\_

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

Willow Bluffs Homeowners Association, Inc. Officer and/or  
Architectural Committee Member