

SANDY POINT SUPPLEMENTAL ARCHITECTURAL CHANGE REQUEST INSTRUCTIONS

Please check the preferred contact person (homeowner/s) and method of communication throughout the ACC process.

Homeowner 1 Homeowner 2 email text cell phone other phone

Owner's Name #1: _____ (please print) Owner's Name #2: _____ (please print)

Address: _____ Date Submitted: _____

Cell Phone #1: _____ Cell Phone #2: _____

E-mail #1: _____ E-mail #2: _____

Check all that apply. Sign, date and submit as part of your Sandy Point Architectural Change Request.

WINDOWS, DOORS AND SKYLIGHTS

Sandy Point (SP) will remove the trim surrounding the door or window prior the installation. The trim will be reinstalled or replaced by the SP Association after the installation. This will allow a better seal around the window for the sake of energy efficiency, enhancing both the owner's and the SP Association's property values.

The Owner will include instructions in their sales agreement or installer contract that the work will include the replacement of any wood (sills, brick mold, spacers, filler, etc.) that show ANY sign of damage or rot or mold before installing the new window(s) or door(s)

If the contractor fails to perform the work they are responsible for to the satisfaction of the Association, SP Association shall complete the work, provide an invoice and bill the homeowner for material and labor.

APPLIANCE AND MECHANICAL SYSTEMS

This request is for working mechanicals which will be located outside of, on, or through the building structure or roof. This work must be coordinated with The SP Manager and the SP maintenance crew since any exterior change is regulated and monitored to prevent future cost to the Association.

Tankless Hot Water Heater Auxiliary Furnace or AC system Move or new Dryer Vent
 Upgrade of Heating or AC Unit Other (describe) _____

Where will the items, ducts, pipes, lines pass through the exterior?

Roof Siding Which side of house: North South East West

Placement of Heating/AC Unit (if applicable)

Front of Home Back of Home Side of Home: North South East West

Will this change potentially obstruct a neighbor's view or create a potential noise issue? No Yes

(describe) _____

DECKS

It is necessary when repairing, replacing or expanding a deck on a unit to completely detach the deck from any unit that is on the water. The deck must be completely free standing.

If the deck is attached to the unit in any way, it is considered to be part of the unit and if any portion of the deck is determined to be in the flood plain then the whole building is considered to be in the flood plain. This would mean that flood insurance could be required for every contiguous unit in the associated building.

The homeowner will submit digital images to the Sandy Point Architectural Control Committee that prove the deck is not attached to their unit in any manner before the final decking is installed. Failure to submit the required digital images will necessitate the removal of any obstructing decking material at homeowner's expense so that digital images can be taken. This is to protect all homeowners in the event that any governmental agency questions if any of our units are in the flood plain due to assumed attached decks.

SOLAR ENERGY SYSTEMS

Sandy Point does not permit the use of any Solar Energy System when attached to roofs, siding, trim, decks, fences, walkways, docks or on common ground. The use of portable solar energy systems require approval from the Architectural Control Committee. Portable systems should not be placed on common ground, obstruct a neighbors' view, be visible from the road or be deemed offensive to neighbors.

1. Signature of Owner 1. _____

Date: _____

2. Signature of Owner 2. _____

Date: _____