

Sandy Point Architectural Change Request Form

Before submitting this form, please contact the Architectural Control Committee (ACC) chair (or another member of the ACC – the list of ACC members and their contact information are located in the HOA Manual) to schedule a Pre-Project Meeting with ACC members, the Sandy Point Property Manager, and the homeowner (and the homeowner’s contractor if available).

The purpose of the Pre-Project Meeting is to discuss the proposed project *before* the homeowner formally submits the Sandy Point Architectural Change Request, including this form. During the Pre-Project Meeting, all of the required information and documents that the homeowner must submit with the request will be identified for the homeowner. The Pre-Project Meeting will accordingly enable the homeowner to submit a complete request to the ACC, thus eliminating the possibility of back and forth requests for missing information, documents, or plan adjustments in order to be in compliance with the Sandy Point architectural guidelines.

The requested project is not fully approved until a separate Change Request Approval form has been signed by the homeowner(s) and the members of the ACC.

Section 1: Homeowner Information

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

Homeowner 1: _____ Homeowner 2: _____
 Address: _____ Cell Phone: _____
 Other Phone: _____ E-Mail: _____

Section 2: Select Project

Architectural Change Project List

Please select ALL of the appropriate fields below:

Project Name	New	Repair	Replacement	Material Change	Color Change	Dimension Change
Awnings						
Boardwalk						
Boat lift						
Built-in storage bin(s)						
Deck railing(s)						
Deck(s)						
Dock						
Door(s)						
Exterior light fixture(s)						
Fence(s)						
Fire pit						

Project Name	New	Repair	Replacement	Material Change	Color Change	Dimension Change
Flower Box(es)						
Garage door						
Gazebo						
Hot tub						
Patio(s)						
Pavilion						
Pergola(s)						
Porch						
Privacy screen between decks						
Screen HVAC outdoor unit						
Screened porch						
Satellite dish						
Seating						
Sidewalk(s)						
Skylight(s)						
Stairs/steps						
Storm door(s)						
Trellises						
Wall decor (exterior)						
Window(s)						
*Other:						

*Describe Other: _____

Section 3: Brief Description of Work

Describe the proposed project and attach supporting documents to clarify what changes will be made. Attach additional pages as necessary to include any diagrams/drawings/images as required by the Sandy Point bylaws or policies or the Architectural Control Committee.

Total Estimated Project Cost: \$ _____ Is a Security Deposit Required? Yes No

Amount: \$500 or 10% of the project cost: _____

*Approximate Start Date: _____

*Approximate End Date: _____

***The Sandy Point Property Manager must be informed 3 days before the actual start date** and immediately after the end date of the project. ACC members and/or the Sandy Point Property Manager will periodically check on the progress of the project through site visits, texts, emails or phone calls.

Section 4: Who will do the Work?

Homeowner (and/or unlicensed friend or family member)

Contractor

Company: _____

Address: _____

Name: Company Contact _____ Contact's cell #: _____

Contact's E-mail: _____

Name: Site Supervisor _____ Site Supervisor's Cell #: _____

Section 5: Permitting, Insurance, Bonding, Hold Harmless

WARNING: Unless otherwise expressly permitted by the ACC and the SP Property Manager (e.g., a simple repair, simple maintenance, or a relatively small DIY project that is manageable by the homeowner or their designee), the project must be completed by a LICENSED CONTRACTOR. If permitted, the homeowner may obtain a required building permit for a DIY project, but must be personally capable of doing the work. The homeowner may not secure a permit for anyone else (e.g., an unlicensed contractor). **INDIANAPOLIS DEPARTMENT OF CODE ENFORCEMENT does come to Sandy Point and will verify the proper application of permits.**

Please attach to this request written proof of contractor's license, bonding and insurance information

AND/OR

The contractor and/or individual(s) carrying out the project can sign the [Sandy Point Hold Harmless Agreement and Release](#) which is required in the absence of proof of bonding and insurance for all project work due to the impact on all HOA common property (found on the Sandy Point website in the Residents section under Forms.)

Section 6: Onsite Containers and Equipment

Yes: Dumpster Trailer Both No

List other equipment: _____

The above container is to be placed in the driveway of the registered address, where it can remain for 3 days without additional permission. Unless permission for additional duration of driveway placement is earlier obtained from the SP Property Manager, all debris containers must be removed on the 4th day.

Section 7: Utilities and Exterior Features of Condo Structure

Will any of the below possibly be affected? Utilities are buried throughout the property, and any uninformed disruption thereof can affect your neighbors, general safety and the HOA budget if repairs are required.

UTILITIES		EXTERIOR FEATURES	
Electric		Walls and Siding	
Gas		Roof or Roof Lines	
Water		Foundation	
Sewage		Patio slab	
Telephone		Pavements	
Cable		Walks	
Heating/Cooling		Drainage/Erosion	

Section 8: Neighbors' Acknowledgment

I/We, the undersigned adjacent neighbors, hereby acknowledge and understand that I/we have been made aware that there will be noticeable changes to the property located at: _____, and I/we have received an explanation and/or diagram(s) of such changes. I/We understand that the input I/we provide below regarding the changes is for the consideration of the Architectural Control Committee, and that the Architectural Control Committee has final discretion to approve the changes in accordance with Sandy Point bylaws and policies. (Note: Neighbors' acknowledgment is NOT required for exact window and garage door replacement.)

___ I/We believe that the proposed changes will not impact my/our view or property value in a negative way.

___ I/We believe that the proposed changes will have the following negative impact(s) on my/our view or property value:

Adjacent Neighbor(s) on the right at: _____
(Address)

Homeowner 1 Signature: _____ Homeowner 2 Signature: _____

Adjacent Neighbor(s) on the left at: _____
(Address)

Homeowner 1 Signature: _____ Homeowner 2 Signature: _____

Section 9: Contractor Acknowledgment

The homeowner is responsible for providing a copy of the below acknowledgment to any and all contractors and tradespeople working on the project, obtaining their signatures and submitting the fully signed acknowledgment(s) to the ACC.

Contractor/Tradesperson Acknowledgment

Attention: As the homeowner's contractor or a tradesperson contributing to a project, you will be working in Sandy Point, a private condominium community, where the streets and grounds are owned and shared by owners of 139 dwellings through the Sandy Point Homeowners Association (HOA). Any work performed within the Sandy Point grounds is subject to the requirements and conditions provided below.

The HOA, acting through (1) the Sandy Point property manager, (2) a member of the HOA board or (3) the Architecture Control Committee, is a third party beneficiary of the project and your contract with the homeowner(s) (only the homeowner is responsible to you for payment of fees). The HOA may enforce adherence of the project to the contracted plans, and you will adhere to all HOA instructions and requirements in the same manner as those of the homeowner(s).

COMMUNITY

- No commercial advertising, including yard signs, may be placed on the property.
- Work on a project must be completed each day by 6:00 pm unless otherwise authorized by the Sandy Point property manager.

TRAFFIC RULES

- **Speed Limit is 20 MPH**
- Exercise caution and be aware that children, residents and animals are often at play.
- Please enter and exit Sandy Point on the proper side of the entrance median.

PARKING

- Parking is allowed only in driveways and paved parking areas. Parking and use of heavy equipment are not allowed on the grass or lawns.
- If access through the lawn is absolutely necessary, consult the Sandy Point Property Manager regarding access options and approved methods to minimize property damage.
- Our streets are narrow, and street parking poses a significant hazard for EMERGENCY VEHICLES. Blocked fire hydrants and restricted street access to homes can result in loss of life or home.
- You and the homeowner(s) are responsible to see that vehicles are parked appropriately. You must follow the homeowner's instructions accordingly.
- No work vehicle can be parked overnight if it extends into the road.

SERVICE PROVIDERS, DELIVERY, MOVING TRUCKS

- Only one provider vehicle can be parked at the street-side at one time.
- If parking street-side, use warning signs/cones in front or in back of vehicle to indicate danger.
- Streets are to be free from project materials, dirt and other debris at the end of each day.

You and the homeowner(s) acknowledge that both of you will be held responsible by the HOA for your workers on this project and your and their adherence to these rules for the duration of this project. You also acknowledge that you will be held responsible for any damages to person or property that you cause while in the community.

By signing below, you and the homeowner(s) acknowledge, understand and agree to the requirements and conditions in this acknowledgment and will inform workers in your charge of the same.

Signature of Contractor/Tradesperson: _____

Date: _____

Homeowner 1 Signature: _____

Date: _____

Homeowner 2 Signature: _____

Date: _____