



**Gardens RV Village Homeowners Association, Inc.**

P.O. Box 2704 • Crossville, Tennessee 38557

**REQUEST FOR ARCHITECTURAL CHANGE**

From HOA DCCR, ARTICLE VII  
ARCHITECTURAL CONTROL – Dated: October 12, 2009, and  
HOA POLICY NUMBER 12 (see reverse page)

From and after the completed construction of the residential dwelling approved by Developer, no building, fence, wall, or other structure shall be commenced, erected or maintained upon the Properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing as to structures and topography by the Board of Directors of the Association, or by an architectural committee composed of three (3) or more representatives appointed by the Board. In the event said Board, or its designated committee, fails to approve or disapprove such design and location within thirty (30) days after said plans and specifications have been submitted to it, approval will not be required and this Article will be deemed to have been fully complied with.

**NATURE OF REQUEST:**

REQUEST DATE: \_\_\_/\_\_\_/\_\_\_

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**PROPERTY OWNER'S INFORMATION:**

*By signing this Request For Architectural Change I acknowledge that I have read and understand the HOA Policies on the reverse hereof and that the attached drawings and specified materials fully comply with such policies and, further, that any approved construction will fully comply with such policies.*

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DWELLING LOT: # \_\_\_\_\_ STREET ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EMAIL: \_\_\_\_\_

**ADJOINING PROPERTY OWNER'S INFORMATION (if applicable):**

*By co-signing this Request For Architectural Change I acknowledge that I have read and understand the changes requested with the submission this form and that I agree to my adjoining owner's requested changes*

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_ DWELLING LOT: # \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EMAIL: \_\_\_\_\_

**COMMITTEE ACTION:**

COMMITTEE RECEIPT DATE: \_\_\_/\_\_\_/\_\_\_

Architectural Committee Signatures

**Approved?** (Circle One)

Date:

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Yes | No  
Yes | No  
Yes | No  
Yes | No  
Yes | No

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Committee Comments:

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**POLICY NUMBER 12**

**A. DESIRED ARCHITECTURAL CHANGES**

1. After initial construction of a dwelling is completed, approval must be obtained from the HOA prior to starting any remodeling construction work to the exterior of such dwelling. Homeowners desiring to make such changes to their dwelling must use the procedures outlined in this policy for submitting a request for approval. REF: Article VII, Declaration of Covenants, Conditions, and Restrictions (DCCR), ARCHITECTURAL CONTROL.
2. A completed Request For Architectural Change form must be submitted to the Chairperson of the Architectural Committee. This form is available in the clubhouse or from any member of the Architectural Committee and must include, in the appropriate areas or as an attachment, the following information regarding the requested change:
  - a. If the change involves repositioning the footprint of the dwelling by moving or extending any section of the existing foundation, including the common wall separating the dwellings, or extending any wall outward beyond and overhanging the foundation, or otherwise changing the elevation of the dwelling in any manner, factual drawings and material specification lists representing the entire project must be attached to the Request for Architectural Change form when submitted.
  - b. To the extent practicable, colors and style of siding, roof shingles, and paint used in making the change must match the color, shade and style of such materials on the dwelling immediately prior to such changes being made.
  - c. Requested changes must be compliant with all applicable county and city building codes and the requester will be responsible for obtaining required building permits and for ensuring related inspections are satisfactorily accomplished. All officially platted development setbacks & easements must be followed.
  - d. If the change will affect the adjoining dwelling, including, but not limited to, common wall changes and/or front or rear elevation changes, the agreement of the owner of the adjoining dwelling must be obtained, with his/her signature appearing where indicated on the submitted Request For Architectural Change form.
3. The HOA Board of Directors grants the Architectural Committee the authority to approve or deny any submitted Request for Architectural Change based on the above requirements and procedures. A minimum of three (3) Committee member's signatures is required for Committee approval of requests. If the Architectural Committee denies the request, the requester and the HOA Board will be so notified in writing by the Committee chairperson and the requester may then present the denial directly to the HOA Board of Directors for reconsideration. Upon denial by the Architectural Committee, the 30-day criteria specified in Article VII of the DCCR will be considered fulfilled.
4. Approved Request For Architectural Changes will expire six (6) months from the date of approval unless work on the change has started.

**B. EMERGENCY EXTERIOR REPAIRS**

1. Under the following conditions, emergency repairs to a dwelling's exterior are exempt from the approval procedures in Part A., above:
  - a. An emergency under these conditions is when the homeowner must immediately initiate repair and/or replacement of exterior portions of the dwelling due to damage by wind, hail, lightning, or other forces of nature, to shingles, eave troughs, fascia, shutters, etc, so as to prevent further damage to the dwelling or its contents.
  - b. At the time the emergency work has to be done, there may not be time to be concerned about matching materials, but the end result of these types of repair or replacement is that the color, shade and style of materials used in effecting the repair work must match the color, shade and style of such materials on the dwelling immediately prior to such changes being made.
2. If, for whatever reason, the materials used during an emergency or follow-on repair cannot be matched as outlined in B.1.b., above, then the homeowner must obtain approval for these changes using the procedures in Part A. of this Policy.

**APPROVED BY BOARD 08/14/2001**

**MODIFIED BY BOARD 12/27/2008**