ARCHITECTURAL REVIEW BOARD REQUEST

ASSOCIATION: Manchester Estates

DATE_____

In accordance with the recorded covenants, conditions and restrictions of the association, and in order to protect each individual owner's rights and values, it is required that any owner who is considering improvements of his/her exterior deeded property to include, but not be limited to patio and deck construction, home addition, fencing, swing sets, trampoline, basketball goals, etc. submit the following to the ARB Committee <u>PRIOR to initiating work on the planned improvements:</u>

ARB CHECKLIST: (PLEASE BE SURE TO COMPLETE THE FOLLOWING CHECKS)

- A completed ARB Improvement Request Form
- Complete and detailed building plans, picture or brochure of the improvement, materials listing, color of project and size, etc.
- □ A bid from the professional installer who will be installing your project must be included. **Fences** are **NOT** allowed to be installed in a side or rear yard easement.
- Official surveyor's plot plan showing the location of the proposed improvement and dimensions

Please to be sure to include this checklist and all necessary documents with the ARB Committee Improvement Request Form, as incomplete applications will not be processed

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (checklist) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. If any improvement/ change is made without approval, the ARB Committee has the right to inform the homeowner to remove the improvement from the property. The committee also has the right to have the improvement removed at the homeowner's expense.

I herby acknowledge that I have read and understand the Architectural Control Standards set forth by the HOA Board, as well as the Declaration of Covenants and Restrictions.

Homeowner's Signature

Date

Applications can be submitted the following ways: Mail: Main Street Management, LLC 5665 N. Post Rd. Indianapolis, IN 46216

Email: info@mainstreetmanagementllc.com

Fax: (765) 742-6401

MANCHESTER ESTATES ARCHITECTURAL REVIEW BOARD IMPROVEMENT REQUEST FORM

	ne		Email Ac	ldress	
Address	e:Work		,,	~	_, IN
Iome Phon	e:Work	Phone:	(0	City)	(Zip)
. Model	, Unit type and lot numbe	r			
2. <u>Lot loc</u>	<u>cation: (</u> for example: pond	l lot, corner lot, no	ext to play ground, etc	.)	
3. <u>Briefly</u>	v describe the improvemen	nt/change that you	propose:		
4. <u>Who wi</u>	<u>ill do the actual work on t</u> Homeowner Profe		<u>change?</u> r (s) Name		
5. <u>Materi</u>	als to be used for the imp	rovement/change:	Wood, Concrete, Oth	er) Color	of paint or stain
6. Will th	ere be changes or modific	ations in basic util	ity services or existing		s? Ves No
	ere be changes of mounte	utions in susie uti	it joer vices of embering	, but accure	
If yes	evnlain•				
•	explain:				
•	explain: indicate any building perr				
7. Please	-	nits that will be re	quired: Yes	No	
7. Please If yes, I underst receipt ar property i	indicate any building peri	nits that will be re rural Review Bo ng regarding th written approval	equired: Yes ard will act on this eir decision. I agre from the Architect	No request e not to l ural Revie	within 30 days of Degin exterior Ew Board. I
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All approved projects must be completed in 30 Days from date of approval or request extension

Signed

ARCHITECTURAL REVIEW BOARD Representative