

GUN CREEK HOMEOWNERS ASSOCIATION, INC.

GUIDE TO ARCHITECTURAL COMPLIANCE

Owning a home in a planned community offers many advantages to a homeowner, but at the same time imposes some restrictions. These restrictions are not meant as an inconvenience, or invasion of your freedom of choice, rather they are a means of sustaining harmony and continuity in your community.

- Complete the attached Application for Architectural Change and submit for review and approval **before any change, modification or replacement can be made.**
- A picture, brochure, sketch or diagram is necessary to attach to the application.
- The name, phone number and address of the installer.
- Copy of an insurance certificate of the installer.
- All permits from the Town must be filed for.
- All requirements from the Town and State of New York must be abided.
- If the work is undertaken by the homeowner and/or homeowners' contractors or friends, any and all damage to common areas will be repaired by the association billed to the homeowner.
- Be sure to have the contractors **REMOVE AND DISPOSE OF ALL CONSTRUCTION MATERIAL.** Any debris from remodeling is to be disposed of by the contractors.
- Advise management when the project is completed so a final inspection may be made.

If you have any questions, please contact guncreekhoa@gmail.com

GUN CREEK HOMEOWNERS ASSOCIATION, INC.

APPLICATION FOR APPROVAL OF ARCHITECTURAL CHANGE

OWNER: _____ PHONE: _____ DATE: _____

ADDRESS: _____

NATURE OF PROPOSED ALTERATION OR ADDITION:

PROPOSED STARTING DATE: _____ PROPOSED COMPLETION DATE: _____

WORK TO BE PERFORMED BY: _____

LIST OF MATERIALS TO BE USED (be specific): _____

FOR THE CONTRACTOR OR PERSON DOING THE WORK:

Please supply the following information:

1. Name, address and phone number
2. Liability insurance face sheet with expiration date
3. Copies of blue prints or drawings done to scale showing plans, elevations, and cross section
4. Specific materials list including brand and model and colors when appropriate. (Architectural Standards Committee may supply you with the third and forth items, through the homeowner.)

FOR THE HOMEOWNERS:

The homeowner understands he/she will be responsible for the quality of construction; repair of any Association property damage during construction/installation; maintenance, upkeep, and replacement (up to the standards set by the Board of Directors) of any architectural change. Upon the sale of your unit, the seller must provide the Board with written approval from the purchaser that they will maintain any landscaping additions or the seller must return the area to its original condition before closing. Accordingly, the purchaser also inherits the responsibility to maintain any installed satellite dish as well as becomes responsible for any damage due to installation or removal thereof; as well as any damage to any common area during the operational life of the dish. As part of the approval for the indicated Architectural change Application, Owner is advised that the underground utility line serving the unit (electricity, water, gas, telephone, cable, et.) is the responsibility of the unit owner in the case of any damage, severing, relocation, movement, or other action causing a service disruption to any unit. All cost associated with such repair or replacement is exclusive responsibility of the unit owner. The association assumes no responsibility for repairs and shall be held harmless.

X SIGNATURE OF HOMEOWNER: _____ **DATE:** _____

This application will be forwarded to the Architectural Standards Committee for preliminary review and recommendation and then submitted to the Board of Managers for final review and decision.

Please allow up to 45 days for processing.

PLEASE RETAIN A COPY FOR YOUR RECORDS AND SEND ONE COPY OF THIS APPLICATION AND ALL SUPPORTING PAPERWORK TO: Gun Creek HOA, P.O. Box 26, Grand Island, NY, 14072 or email to guncreekhoa@gmail.com

THIS SECTION TO BE COMPLETED BY THE ASSOCIATION BOARD

The Application is: _____ Approved Subject to final inspection
_____ Approved with restrictions (See Attachment)
_____ Disapproved

Signed: _____ Date: _____