



ARCHITECTURAL ALTERATION REQUEST

I. **POLICY**

Ref.: *Code of Regulations for Fairfield at Long Neck Condominium, Article V., Section 7.; and, Fairfield at Long Neck Community Rules & Regulations, Para 5. Unit Exteriors.*

No Unit Owner shall make or cause to be made any alterations or changes in or to the exterior or structure of any Unit without first obtaining the written consent of the Council of the Fairfield at Long Neck Homeowners Association (FFHOA). The FFHOA Council shall take into account the architectural and economic effects of any such proposed alteration or change on the overall development. The Owner(s) of the Unit to which such alteration or change is appurtenant shall be responsible for maintaining and repairing such alteration of change, unless the FFHOA Council determines otherwise.

II. **PROCEDURES**

All requests must be submitted to the FFHOA Architectural Committee (AC) for review and approval/denial of the FFHOA Council. **Under no circumstances will work or commitment of work be made by the Owner until a written approval from the FFHOA Council is received by the Owner.** Any work that is commenced prior to receiving the Council's approval will result in penalties and fines.

All work will be done at the expense of the owner and all upkeep will remain at the expense of the owner. The FFHOA will not be responsible for maintaining the changes.

All work is to be done expeditiously once commenced and will be done in a good workman-like manner by a licensed and insured contractor. This includes but is not limited to cleaning up the work area at the end of each day. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.

The owner will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with the work.

The owner will submit, along with a completed Architectural Alteration Request form, the signed agreement (form FFHOA-AAR2) acknowledging the above responsibilities and further agrees to abide by the decision of the FFHOA Council.

All completed forms are to be forwarded via e-mail to Patti Shaw, Property Manager at plshaw1017@hotmail.com or mailed to her at 26738 Chatham Lane, Long Neck DE 19966. There is no fee for processing.





III. PROPOSED EXTERIOR ALTERATION OR CHANGE DATA (Print Clearly)

Unit Identification _____ Date _____

Owner Name (Print) _____

Property Address _____

Tel (H) _____ (W) _____ (C) _____

Owner Home Address (if different) _____

City, State, Zip _____

DESCRIPTION OF PROPOSED ALTERATION/CHANGE. Please describe in detail all proposed improvements, alterations or changes to your unit. Include color(s), size(s), specifications, materials, location and any other pertinent information needed by the FFHOA Council to make a decision. Use the back of this form to continue description and/or attach a separate sheet. Also include a sketch of proposed alteration as it will appear when completed. You will be notified in writing of the preliminary/final decision of the Council within ten (10) days of receipt.

FOR FFHOA USE ONLY

____ Approved ____ Denied ____ Provisionally Approved (See Below)





IV. OWNER RESPONSIBILITY AGREEMENT

If approved by the FFHOA Council, I agree to make the changes under the terms and conditions specified in the letter of approval. All improvements must be on my property or within property lines. If any portion of the association property is disturbed or damaged by either myself or my contractor, I agree to be responsible for and to restore the common elements to their original condition(s).

I will assume all liability and will be responsible for any and all damage and/or injury which may result from performance of the work. Present and future owners will hold harmless, indemnify and defend the Fairfield at Long Neck Homeowners Association (FFHOA) from and against any claims, suits, damage, losses, costs and expenses, including reasonable attorney's fees, made against or sustained by the owner as a result of said architectural changes.

I understand approval does not (when applicable) relieve me of the responsibility for obtaining any and all necessary building permits, variances, and/or observing all appropriate zoning ordinances.

Unit Owner(s) Signature

Date

Unit Owner(s) Signature

Date

Unit Number and Address _____

V. BUILDING REQUESTS

The owner will be responsible for complying with, and will comply with, all applicable federal, state, and local laws, codes, regulations, and requirements in connection with the proposed work, and will obtain any necessary governmental permits and approvals for the work.

It is strongly recommended that homeowners engage the services of an architectural firm for reasons of safety and liability. The code requires that decks be constructed based on pounds per square foot loadings. Having a contractor simply build a deck does





not mean that the deck will be safe. Additionally, as of late, the Sussex County Building Department has been requiring sealed drawings for all decks and porches that are built at the second level or above. In fact, the County recently requested sealed drawings for the simple replacement of an existing railing on a second floor deck.

The owner will submit all documents required as outlined below.

The following list must be satisfied and copies submitted to the AC Committee for final approval by the FFHOA Council.

- A set of prints or drawing (to scale) of architectural alteration/addition
- Approved Sussex County building permit
- A contractor's proposal with details of work and materials.
- A certificate of insurance with minimum liability insurance limits of \$1M
- A valid copy of contractor's license

The contractor is: Name/Company _____
 Address _____
 Tel _____ Fax _____

Estimated Start Date _____ Project Completion Date _____

_____/_____/_____ Date _____
 Unit Owner(s) Signature(s)

Unit _____ Homeowner _____

Request Number _____ ACR-0001 _____ Date Received by FF-AC _____

VI. CHECKLIST OF DOCUMENTS REQUIRED

Name of Document	Records Received		
	<u>Y</u>	<u>N</u>	<u>N/A</u>
Completed and signed Architectural Alteration Request Form—Pt 1	—	—	—
Signed Owner Responsibility Agreement form			—
To-scale set of prints or drawing of proposed alteration/addition			—
Approved Sussex County Building permit			—





Contractor construction proposal w/details of work and materials. _____
Certificate of insurance w/minimum liability limit (\$1M) _____
Valid copy of contractor's license _____

VII. FFHOA BOARD FINAL REVIEW AND APPROVAL/DENIAL OF ARCHITECTURAL ALTERATION REQUEST

Date Received _____

The FFHOA Council has reviewed the above Architectural Alteration Request and the decision made is outlined below.

- _____ Approved as presented.
- _____ Provisionally Approved. (See below)
- _____ Denied. (See below)

Reason: _____

Approved by _____
(Council Member Signature)

(Council Member Signature)

Date _____
Date _____

