



FFHOA Use Only

Approved

Denied

Date: _____

Signature: _____

Architectural Alteration Request

1. POLICY

The Fairfield at Long Neck Homeowners Association, LLC is responsible for maintaining the entire community property. The Covenants, Conditions, and Restrictions (CC&Rs), use wording that structural changes require prior approval. This includes the interior of the units in some cases.

Reference: Code of Regulations for Fairfield at Long Neck Condominium, Article V, Section 7, and Fairfield at Long Neck Community Rules and Regulations Para 5, Unit Exteriors

No unit shall make or cause to make any alteration or changes in or to the exterior or structure of any unit without first obtaining the written consent of the Council of 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 owners 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.

Requires Approval:

Exterior wall structural changes
Interior wall layout changes or additions, including in the garage*
Venting or ducting changes
Plumbing changes
Ducting
Electrical rewiring
Exterior aesthetic changes
Exterior front and back doors, garage doors and windows
Major kitchen renovation with new layout

*Renovations in the garage require approval. Fire Marshall regulations require the free flow of water spray from the Sprinkler Head in case of fire. This cannot be impeded with a new interior wall.

Does Not Require Approval:

Flooring and carpeting changes and/or baseboard changes
Painting
Replacement of kitchen appliances and washer/dryer without layout change
Repair or replacement of shower, bath or sink fixtures
Repair or replacement of light and electrical outlets and switches
Ceiling repairs
Furnace, A/C or water heater replacement
Kitchen countertop replacement
Kitchen cabinet replacement for "like" unit layout

2. PROCEDURES

All requests must be submitted to the FFHOA Architectural Committee (AC) for review and approval/denial of the FFHOA Council. **Under no circumstance will work or commitment of work be made by the owner until written approval from the FFHOA Council is received by the owner.** Any work that is commenced prior to receiving the Councils approval will result in order to cease and desist, fines, penalties, and legal fees.

All work will be done at the expense of the owner and all upkeep will remain at the expense of the owner and subsequent owners. The FFHOA will not be responsible for maintenance thereafter.

All work is to be done expeditiously once commenced and will be done in a good workmanlike 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 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 a completed AAR form and agrees to abide by the decision of the FFHOA Council.

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 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 can be constructed based on pounds per square foot loadings. Having a contractor 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 following list must be satisfied and copies submitted for approval by the FFHOA Council.

- AAR form
- 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

AAR Form

Proposed Exterior Alteration OR Change DATA (Print Clearly)

Unit Number and Address _____

Owner Name (Print) _____

Phone (H) _____ (W) _____ (C) _____

Owner Home Address (if different) _____

City, State, Zip _____ Date Submitted: _____

DESCRIPTION OF PROPOSED ALTERATION/CHANGE: Please describe in detail all proposed improvements, alterations or changes to your unit. Include colors, sizes, 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.

The contractor is:

Name/Company _____

Address _____

Phone _____ Fax _____

Estimated Start Date _____ Estimated Completion Date _____

Owner Responsibility:

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

Owner 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.

Owner understands approval does not (when applicable) relive them of the responsibility for obtaining any and all necessary building permits, variances, and/or observing all appropriate zoning ordinances.

Unit Owner(s) Signature: _____ **Date:** _____

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