



REQUEST FOR CHANGE OF EXTERIOR OF HOME OR LANDSCAPING

Prior to submitting your request for any change to the exterior of your home or major changes to your landscaping, please be aware that you are responsible for familiarizing yourself and your contractor(s) with the Oceana HOA Covenant and Restrictions. The complete covenants and restrictions are available at the GOProperty Management website and were provided to you when you purchased your lot/home. Article VI: Design and Architectural Control specifically addresses expectations for construction.

Homeowners are to submit the request to the Board of Directors (BOD) or its appointed Architectural Committee (AC) before making any changes to the exterior of the house or property. ***Minor landscaping, driveway changes or repairs that do not change the exterior of the house do not require approval, but when in doubt, it's recommended to contact GOProperty Management. No approval is required to repaint your house or trim in the same color.***

The form must be submitted by the person making a request for a proposed change. This form must include all information necessary to render a decision on the request, including drawings, photos, material samples, etc. Incomplete forms will be automatically denied. *Any and all changes must be made in accordance with the plans submitted and approved and may not deviate from said changes without prior approval by the Board of Directors and/or Architectural Control Committee.*

The homeowner is responsible for obtaining all necessary permits in order to meet regulations ordinances, and laws of the Town of Carolina Beach and New Hanover County.

The sanctioned time limit for request(s) consideration shall not begin until all information necessary for the review of the architectural request have been submitted. This request shall be deemed active for a period of 10 days after the completed form and all necessary and relevant information is received and logged in at the office of **GOProperty Management, 1908 Eastwood Road, Suite 321, Wilmington, NC 28403.**

Please select a category of the proposed changes or modifications below. Check all that apply.

- | | | |
|---|--|---|
| <input type="checkbox"/> Play Equipment | <input type="checkbox"/> Fence | <input type="checkbox"/> Exterior Painting* |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Patio or Deck | <input type="checkbox"/> Pool |
| <input type="checkbox"/> Accessory Building | <input type="checkbox"/> Addition | <input type="checkbox"/> Other |

*Existing Paint Color: ***Include brand, color numbers and paint chip swatches for each color with your request. Also include photos of exteriors of the two adjacent homes to the right and left of your home and the home across the street so the Board can understand how your proposed color complements the neighborhood.***

Please complete the form below and attach any/all plans and specifications showing the nature, kind, shape, height, materials, and location of same:

Name _____ Date _____

Oceana Address _____ Lot # _____

Mailing Address if different _____

Telephone
Home _____ Mobile _____ Work _____

Email Address _____

Contractor/Builder Name _____

Address, City, State, Zip _____

Email _____ Phone _____ Cell _____

Desired Start Date _____

Anticipated Completion Date _____

Please describe (via text, sketch or photo) the proposed changes or repairs and how these changes relate to the existing structure. Attach additional sheets if needed.

I certify that I have read the above Architectural Request Form and hereby agree that I will abide by same.

Signature: _____ Date: _____

GOProperty Management:

Date complete request received: _____

Date of 10 day expiration: _____

Date emailed to Oceana BOD/ACC Committee _____

Approved

Not Approved

Reason: