

Canterbury Condos Architectural Change Request

Architectural Guidelines for maintaining the integrity of our community

To keep the community looking uniform and help preserve the value of everyone's home, the community has some guidelines you should be aware of while planning your projects. Any change that is visible on the building exterior (or in the common lobby area of a 4-plex) requires submission of this Architectural Change Request form.

BUILDINGS

No device or ornament shall be placed upon the exterior walls or in or on a patio which is visible from the outside except as originally installed unless authorized by the Board.

Some of the most common changes include new windows, patio doors, storm doors, exterior doors, and front doors. Here's a summary of the requirements for these kinds of changes (with more detail provided in the attached form):

- **Window replacements:** casement style is required, fiberglass or vinyl, in a beige color similar to the Canterbury exterior window standard. If you choose a paintable surface, you must paint it at your expense. Contact Kirkpatrick Management for guidance on the matching color.
- **Patio door replacements:** sliding doors or French-style doors, fiberglass or vinyl, in a beige color similar to the Canterbury exterior window standard. If you choose a paintable surface, you must paint it at your expense. Contact Kirkpatrick Management for guidance on the matching color.
- **Storm door replacement:** "full view" style (top to bottom glass-screen), fiberglass or vinyl, in a beige color similar to the Canterbury exterior window standard. If you choose a paintable surface, you must paint it at your expense. Contact Kirkpatrick Management for guidance on the matching color.
- **Townhome/Bungalow front door replacements:** dark-green, similar to the Canterbury exterior window door standard visible on the 4-plexes. If you choose a paintable surface, you must paint it at your expense. Contact Kirkpatrick Management for guidance on the matching color.
- **4-Plex front door replacements (in the lobbies):** beige door and molding similar to the Canterbury 4-plex lobby interior beige. If you choose a paintable surface, you must paint it at your expense. Contact Kirkpatrick Management for guidance on the matching color. Also note that any changes that include changing/replacing the molding around the door and result in a mismatch or poor fit with existing molding and trim in the lobby needs to be addressed; consult with Kirkpatrick Management to discuss your specific circumstances.

All of the replacements listed above are examples of the kind that needs an Architectural Change Request to be approved before work begins.

GROUNDS

Under no circumstance may an owner or resident plant or replant outside their limited area without Board approval. Planting areas in front of the units are part of the Common Grounds of the community and any

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plantings by the residents are considered donations to the community. To create continuity the Board has the right to regulate these planning areas.

- Residents may plant annuals, spring bulbs or ground cover in front of their unit but must maintain them. These planting must be placed as not to “hang over” onto the grass or sidewalks.
- Planting of trees in patio areas needs approval of the Board, and must be maintained by the owner.
- Any damage to private plantings done by the service people is not the responsibility of the homeowner’s association or Kirkpatrick Management.

STORAGE

- No storage is permitted on common grounds.
- Outside game equipment, toys, bicycles, etc., must be removed by dark.
- Balconies are not to be used for storage.
- Outdoor grills are only allowed for townhomes and bungalows, not 4-plex units (either floor).
- No resident shall place or store any property or furniture in a 4-Plex entry or stair area without the consent of the Board.

OFFICIAL POLICIES

All of the examples listed above are examples of the kind that needs an **Architectural Change Request** to be approved before work begins. Changes that are out of compliance and/or made without board approval can result in a need for homeowners to remediate any changes that do not meet community standards.

Relevant sections from the Homeowner’s Handbook and the Canterbury Bylaws are reproduced below. Sections that are particularly relevant to the topic have been underlined for emphasis.

From the **Homeowner's Handbook, Architectural Controls & Standards**: Sections A and B

A. Purpose of Architectural Control:

The purpose of Architectural Control, whether or not stated in the governing documents of a community association, is twofold:

1. To establish and preserve a harmonious design for the community.
2. To protect the value of property in the community. Design review or architectural control has been described as a way to enhance the quality of life, to promote those qualities in the environment which bring value to the community, to foster the attractiveness and functional utility of the community as a place to live, and even to raise the level of community expectations for the quality of its environment. These are but elaborations on a theme, deceptively simple to state, but wonderfully complex. The basic purpose of design review is to keep the community looking like a nice place to live.

B. General Guidelines

Any addition to an existing building and surrounding grounds, any exterior alteration, modification, or change to

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an existing building must have the written approval of the Board of Directors BEFORE the work is undertaken.

An Architectural Change Request (A.C.R.) form may be obtained by contacting the Management Co.

Any addition, exterior alteration, modification, or change to an existing building shall be compatible with the original design. Only the exterior materials existing on the parent structure or compatible with the architectural design character of the community will be approved. This includes Window Replacement, Storm Door Replacement and Front doors of townhouses only can be painted, but the color cannot be changed. When painting is required, contact the Management Company for proper color information. 4-plex front doors cannot be painted.

In general, only those areas that are painted will be repainted; only those areas that are to be stained will be restrained; unpainted surfaces and unstained areas shall remain unpainted and unstained. The Board will determine the frequency and hire the contractor to paint any exterior surfaces within the community.

From the Bylaws, Section 5.07. Maintenance and Repairs:

Every Owner shall promptly perform all maintenance and repair within his Condominium Unit, which if neglected, would affect the value of the Property.

After being notified in writing by the Board of Directors, if an Owner fails or refuses to perform his or her maintenance duties as described above, the Association (acting through the Board, the Managing Agent (if any), or any duly authorized representatives) shall have the power to perform the same. All such costs and expenses incurred by the Association shall be the responsibility of the applicable Owner, and the same shall constitute a Special Assessment applicable to that Owner and Unit only.

In addition, each Owner shall furnish and shall be responsible at his own expense for, the maintenance, repairs and replacements of his Condominium Unit and Limited Areas (unless repair and replacement thereof is the responsibility of the Association hereunder), and all equipment serving the same. Such maintenance, repairs and replacements which each Owner is responsible to make personally and at his own expense include, but are not necessarily limited to,

- waterlines, gas lines, plumbing and electric lines which service the Owner's Condominium Unit only and are located within the Condominium Unit;
- all partitions and interior walls, ceilings and floors; appliances, to include garbage disposals, dishwashers, stoves, ranges and refrigerators, telephones, air conditioning and heating equipment (whether located wholly or partially inside or outside the Condominium Unit),
- doors, screens and windows (including exterior and interior of all glass and screen surfaces), lamps, and interior and exterior grouting and/or caulking and all other accessories appurtenant to the Condominium Unit or belonging to the Owner thereof.

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Please complete items 1 through 8 only.

1. Contact and unit information

Owner Name(s) Date of Request

Daytime Phone Evening Phone Email

Address

Model or unit type (check one): Townhome Bungalow 4-Plex Unit

2. Briefly describe the proposed change

If you are replacing any windows or doors:

- Carefully review the section(s) below that apply to your door/window type(s)
- Initial the section(s) applicable to your project

WINDOWS: Review the following requirements and initial below.

- I understand that only casement type windows are allowed.
- I understand that grids/lattice work over the glass is not permitted.
- I understand that windows must be beige in color, matching the standard Canterbury exterior beige.
- I understand that if I install any other color, it must be a paintable material and I must request suitable paint from Kirkpatrick Management.

_____ **Homeowner Initials for Windows**

PATIO/BALCONY DOOR: Review the following requirements and initial below.

- I understand that only **slider type** and **French-style** doors are allowed. I understand that grids/lattice work over the glass is not permitted.
- I understand that the door must be beige in color, matching the standard Canterbury exterior beige.
- I understand that if I install any other color, it must be a material specifically made to be paintable and I must request suitable paint from Kirkpatrick Management.

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_____ Homeowner Initials for Patio/Balcony Door

4-PLEX FRONT DOOR: Review the following requirements and initial below.

- I understand that the door and door frame must be beige in color, matching the standard Canterbury 4-plex interior beige.
- I understand that if I install any other color, it must be a material specifically made to be paintable and I must request suitable paint from Kirkpatrick Management.
- I understand that I am responsible for damage around the door frame, including adjacent wallpaper and molding, and will make any needed repairs/finishing/painting.

_____ Homeowner Initials for 4-Plex Front Door

TOWNHOME/BUNGALOW FRONT DOOR: Review the following requirements and initial below.

- I understand that the door must be dark green in color, matching the standard Canterbury exterior dark green.
- I understand that if I install any other color, it must be a material specifically made to be paintable and I must request suitable paint from Kirkpatrick Management.
- I understand that gold or black hardware (knobs, door-knocker, house number, etc.) are required.

_____ Homeowner Initials for Townhome/Bungalow Door

TOWNHOME/BUNGALOW STORM DOOR: Review the following requirements and initial below.

- I understand the door must be "full view" style (top to bottom glass or screen, no split view or kick-plate)
- I understand that the door must be beige in color, matching the standard Canterbury exterior beige.
- I understand that if I install any other color, it must be a material specifically made to be paintable and I must request suitable paint from Kirkpatrick Management.
- I understand that gold or black hardware (e.g. knobs/handles) are required.

_____ Homeowner Initials for Townhome/Bungalow Door

3. Will there be changes or modifications in basic utility services or existing instructions to accommodate the proposed change? Please indicate with an X:

<input type="checkbox"/> Electric	<input type="checkbox"/> Water	<input type="checkbox"/> Exterior Walls	<input type="checkbox"/> Sidewalks
<input type="checkbox"/> Telephone	<input type="checkbox"/> Sewage	<input type="checkbox"/> Patio Fencing	<input type="checkbox"/> Pavements
<input type="checkbox"/> Gas	<input type="checkbox"/> TV/Cable	<input type="checkbox"/> Patio Slab	<input type="checkbox"/> Other

If you checked any box please provide a brief description below:

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4. Please list below the major construction materials which will be used in this project. Be as specific as possible. (Exterior materials must conform to those used on the original building or be sufficiently compatible).

5. Will the proposed project extend beyond your property line? Please indicate with an X.

No Yes

If Yes, please explain below:

6. If the proposed project is an addition or alteration that would change the structural appearance of your residence, please attach the following information (check the boxes to indicate which you have attached).

- A. Plot plan indicating the location and dimensions of the project.
 B. Blueprints or working drawings indicating all necessary dimensions and elevations.
 C. If available, a photograph or drawing of a similar completed project.

7. Project Schedule and Roles:

_____ **Target Start Date**

_____ **Target Completion Date** (used to plan the follow-up inspection)

Work to be performed by (choose one):

Contractor/third-party

Homeowner

Both

If a contractor or third-party is participating, provide contact information below.

_____ **Contractor Name (company and/or contact name)**

_____ **Phone Number**

_____ **Email**

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Building permits may be required. The homeowner is responsible for obtaining any necessary building permits. Contact Kirkpatrick Management with general questions. In the space below, please list any building permits that will be required.

8. I hereby acknowledge the following (check each box, sign, and date):

- I have read and understand the Architectural Control Standards set forth by the committee
- The work being performed will comply with the Architectural Control Standards
- I understand that after project completion (per the schedule provided above) there will be an inspection of the completed work
- If the post-completion inspection finds areas of noncompliance, the management company will inform me in writing within 14 days
- I am financially responsible for remediating noncompliance, up to and including replacing out-of-compliance items at my own expense

Homeowner's Signature

Date

Please indicate with an "X" if this document was signed electronically.

Note: All submitted materials shall remain the property of the Association. You may wish to make a copy for your personal records.

Please complete both pages and mail to: Canterbury Homeowners Association, Inc.

Kirkpatrick Mgt. Co. Inc. 5702 Kirkpatrick Way

Or return via mail: Indianapolis, IN, 46220

Or return via email: Yolanda Cardenas at:

ycardenas@ekirkpatrick.com

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%%%%%%%%%%%% Do not write on this page %%%%%%%%%%

Committee Action: () Approved as Submitted
() Deferred

() Additional Information required:

() Other:

() Denied

Comments:

Signed

Date

Follow-Up Inspection Report

Date of Inspection: _____

- Approved - Installed as submitted, meets community standard
- Variation from form description, follow-up required (note additional information below)
- Work Incomplete, re-inspection required (note re-inspection date below)

