

**THE RESERVE GREEN HOMEOWNERS ASSOCIATION, INC.**  
**PROCEDURE FOR ARCHITECTURAL APPROVAL**

This form must accompany all requests for any changes, additions, or modifications to a site or building exterior of a residential property in Reserve Green. Submit all requested materials as stated in the Architectural Control/Landscape Committee Guidelines, which will be reviewed and recommended on by the Architectural Control/Landscape Committee (hereinafter referred to as the Committee). While the requested materials should, in most cases, supply the committee with ample information to approve a project, the committee reserves the right to request additional information from the homeowner prior to approval.

Send the completed form along with all necessary material to:

Reserve Green HOA  
216 Reserve Green Drive  
Morehead City, NC 28557  
Attn: AC/CL

The Committee will review and initial the form to assure it is completed properly. The properly completed form will then be reviewed and decision granted within 35 days.

1. Enter Description of plan for any changes, additions, or modifications:  
Must be accompanied by any additional drawings, plans, specifications, etc.

2. List materials to be used:

**Neighbor Advisement**

All neighbors who are visually impacted by the improvement must understand the nature of the improvement and be given the opportunity to voice their opinion. Please approach each neighbor, discuss your plans, and ask them to sign below indicating their approval. If they should have concerns regarding your plans, they can write the Architectural Chairperson of the committee or they can state them below.

By signature below, I acknowledge that the requesting homeowner has shown me the details of the proposed improvement described on this form and that my signature represents my awareness and approval of the request.

\_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ Address: \_\_\_\_\_

Submitted by:

\_\_\_\_\_ Address: \_\_\_\_\_