



An Audubon Cooperative Sanctuary

Sherwood Forest Homeowners Association ARCHITECTURAL & ENVIRONMENTAL REVIEW COMMITTEE

MINOR PROPERTY IMPROVEMENT APPLICATION Re-painting, Re-roofing, Tree Removal, Siding Change, Sun Tunnels, Sky-Lights, Driveway Re-surfacing

The AERC acts in the interest of all property owners to approve or disapprove all plans, specifications, details, and color schemes for homes and improvements to the property. If you are planning an alteration to an existing house that materially alters the external appearance of your home, including re-painting or re-roofing in the same color, please provide the information requested on this form, and send the material to the Chair(s) of the AERC. If the project cost is under \$3,000 there is no application fee or road use fee. However, an application must be submitted to the AERC. If the cost of the project exceeds \$3,000, an application fee of \$25 is required. In addition, a \$100 road use fee (non-refundable) will be required. An environmental damage/compliance deposit may be required by the AERC depending upon the scope and nature of the proposed project.

The AERC will not review any application until all required information has been submitted. The AERC will require at least two weeks for review and approval of the complete application. A site visit may be necessary.

No tree removal or construction activity may occur on the site prior to receipt of the letter of approval from the AERC.

Name(s) of property owner(s) _____

Current address of owner(s) _____

Phone Numbers _____

Address of house or property _____

Signature(s) of property owner(s) _____

Date of complete application submission _____ Date proposed work to begin _____

MEMO OF UNDERSTANDING WITH OWNER AND CONTRACTOR

The construction of new houses, or the repair and remodeling of existing houses in Sherwood Forest requires the approval of the Architectural and Environmental Review Committee.

One responsibility of this committee to the members of the community is to assure that construction activities do not endanger the members of the community, result in damage to common property, or result in the littering of roads.

The responsibilities of the Owner, and the Owner’s Contractor to avoid these activities are defined in the Architectural and Environmental Review Committee’s **REGULATIONS & DESIGN STANDARDS**.

OWNER RESPONSIBILITIES

I, the Owner, have read and understand the Architectural and Environmental Review Committee’s **REGULATIONS & DESIGN STANDARDS**, and will comply with them.

I, the Owner, understand that failure of the Contractor or any of his workers, his subcontractors and their workers, on-site vendors and delivery personnel to comply with these Regulations & Standards will result in penalties assessed to me by the Sherwood Forest Homeowner’s Association.

I, the Owner, will provide a copy of the **REGULATIONS & DESIGN STANDARDS (Form AERC 1)** to my Contractor.

CONTRACTOR RESPONSIBILITIES

I, the Contractor, have read and understand the **REGULATIONS & DESIGN STANDARDS**, and will fully comply with them.

I, the Contractor, will inform all of my workers, and all of my subcontractors, on-site vendors and delivery personnel, of the Job Site Rules and Regulations. I will also warn all of my workers, subcontractors, vendors and delivery personnel about safe driving requirements while driving on Sherwood Forest roads, and about not littering while driving.

Owner: _____ Date: _____

Contractor: _____ Date: _____

NATURE OF PROPOSED PROJECT

Check all that are applicable

_____ Painting or Staining

_____ Tree Removal

_____ Roof Replacement

_____ Driveway Re-surfacing

_____ Re-siding of house

_____ Satellite Dish

_____ Fuel Storage Tank

_____ Other

Estimated Cost of Project _____

FEES

If the cost of the project is under \$3,000, there is no application fee. Also, no Road Use Fees or Environmental Damage/Compliance deposits are required. If the cost exceeds \$3,000, please include a \$25 application fee and \$100 Road Use Fee. Make check payable to SFHA. Depending upon the nature of the project, a refundable Environmental Damage/Compliance deposit may be required.

PROJECT DETAILS

Please complete the section or sections that are applicable

TREE REMOVAL

1. How many trees are to be removed? _____
2. What is the distance of the tree(s) from the closest point of the house? _____
3. What is the type of the tree(s) i.e. pine, hemlock, oak, etc.? _____
4. Reason for removing tree(s)- _____
5. If the tree is a hardwood will the wood be available to Woodcutters? _____
6. Will all limbs, stumps and wood be removed from site by a tree service? _____
7. If not, how will site be cleared? _____

ROOF REPLACEMENT

1. Current type of roof _____
2. Color of current roof _____
3. Replacement color and manufacturer (please indicate if choices are among the samples at the Robin Hood Centre — ___yes ___no) Manufacturer _____ Color _____
4. If not included in samples at the RHC, please provide a sample of replacement shingle with this application. Manufacturer _____ Color _____ Type _____
5. If roof replacement material other than asphalt shingle, please specify material, and include a sample with this application.
6. Any other work to be done in conjunction with the roof? _____ If so, please describe _____

RE-PAINTING THE EXTERIOR

1. Is the proposed color the same as he original color? _____
2. Replacement color _____ Paint/Stain Manufacturer _____
(Please indicate if choices are among he samples at the Robin Hood Centre ___yes ___no ___)
3. If colors are not included in the approved samples at the RHC, please provide samples with this application. Color _____ Paint/Stain Manufacturer _____
4. Are eaves, window trim, garage door or other exterior features to be painted? ___yes ___no
5. If yes, provide the same information and samples, if necessary. Color _____
Paint/Stain Manufacturer _____

RE-SIDING THE EXTERIOR OF HOUSE OR OTHER STRUCTURE

1. Is the proposed color of the siding the same as he original color? _____
2. Replacement color _____ Siding Type _____
Siding Manufacturer _____ (Please indicate if choices are among the samples at the Robin Hood Centre ___yes ___no ___)
3. If colors are not included in the approved samples at the RHC, please provide samples with this application. Color _____ Siding Manufacturer _____

OTHER (fuel storage tank, ground satellite dish, deer fence, etc.)

1. Describe nature of work proposed _____

2. Describe material to be used _____
3. Include any other pertinent information (pictures, samples, etc.)