



APPLICATION PROCESS FOR
ARCHITECTURAL IMPROVEMENTS
OF
SINGLE FAMILY RESIDENTS

A Homeowner's Association Board (H.O.A) with strict design guidelines governs the McKay's Mill community. These guidelines benefit not only you the homeowner but our whole community. It is the purpose of the Guidelines to accomplish the following goals:

- Maintain a quality appearance in everything from architectural design to site details to preserve the aesthetic beauty of the community.
- Maintain a harmonious development in which building materials, setbacks and design elements are compatible and continuity is maintained.
- Accommodate the individual needs of the homeowners based on the unique characteristics of each residence.
- Protect the existing beauty of the landscape, preserving the forested hills, which are the image of the McKay's Mill area.
- Protect and preserve the investment of the homeowners and community.

All community members appreciate your focus on these goals during your improvement.

This application package contains all the necessary forms required to obtain approval of and complete your project.

(1) Architectural Improvement Application (2) Approved Fence designs (3) Notice of Completion form

The following steps will ensure you of a timely review process, approval and completion of your project:

1. Submit your application completed by you the homeowner to the property manager (CMA Communities).
2. Property Manager (PM) will review the application for all required documents and then submit the application to the Design Review Committee (DRC). The DRC will review and then approve, disapprove or make recommendations within 30 calendar days after receipt of the application.
3. The PM will inform the homeowner in writing of the DRC's decision. A courtesy phone call or e-mail may also be sent.
4. If the application is approved, you will have 90 days in which to complete the project and submit a **written** Notice of Completion to the PM.
5. The PM will inspect the project for compliance to the Guide Lines.
6. If for any reason the project is not in compliance, the homeowner will be notified in writing with requested corrections. You will have 30 days to make those corrections and request in writing a new inspection.
7. When the project has passed inspection, the PM will notify the DRC that the project is in compliance and the file will be closed.
8. Applications submitted by Builders or General Contractors will be returned.

Please remember that it is the responsibility of the Homeowner/Contractor to ensure that your project meets all local building codes, has proper building permits and are within the constraints of the property/set back lines. Failure to do so may require the removal of the completed project.

Sincerely,
The DRC



ARCHITECTURAL IMPROVEMENT APPLICATION

Property Owner: _____ Date: _____
 Property Address: _____ Lot # _____
 MM area/section: _____ Home Phone: _____
 E-mail: _____ Cell Phone: _____

TYPE OF IMPROVEMENT REQUESTED (please check all that apply)

FENCE () PERMIT as REQ'D Survey Highly Recommended

Material Type: Wood () Aluminum () White PVC () Height: 4 Ft. () 6 Ft ()
 If installed in rear of property, does fence begin at back corner of house? Yes () No ()
 If no, how many feet does fence off set towards street/front: _____ See attached approved fence designs.

DECK () PERMIT as REQ'D

Addition to existing: () New: () Material Type: Pressure Treated () Composite Material () Cedar/Redwood ()
 If an addition, will new project match the same material as existing? Yes () No ()
 Approx. Size: _____ Ft. by _____ Ft.

PERGOLA () PERMIT as REQ'D

Material Type: Pressure Treated () Composite Material () Cedar/Redwood () PVC ()
 Approx. Size: _____ Ft. by _____ Ft.

OTHER TYPE OF PROJECT () PERMIT AS REQ'D This will include, but not limited to: all concrete extensions, new patio, building additions, any change to exterior of home, yard buildings, gazebos, pools, landscaping that effects property grade including retaining walls. **List a brief description with project drawing.**

- All projects** require a detailed drawing showing placement, size, dimensions with relationship to house, property lines and set backs. Copy of your plot plan would be nice, however if not available a ¼" grid scale paper can be used as well as computer generated drawings. Applications **will not** be accepted without these documents.
- It is the **responsibility** of the Homeowner/Contractor to insure that the project meets all **Local Code** requirements and project is within the constraints of the property/set back lines. Failure to do so may require the removal of the completed project.
- Once approved, if project is not completed with in **90 days**, please notify the DRC or MM Property Mgr.
- You **must** notify (**in writing**) the MM property manager the date of completion. Inspection of compliance will be made at this time.
- You have the **right to appeal** any decision of the DRC to the HOA Board. Contact the MM Property Mgr. for proper procedure.
- Have you reviewed the **"Guide Lines for Single Family Residential Development at McKay's Mill"** regarding your project? Yes () No () Copy is posted on the McKay's Mill Resident web page: www.mckaysmillhoa.com
- The Homeowner is **required** to complete the application process. Application from Builders will not be accepted.

Do improvements meet codes: Yes() No() Is a building permit req'd: Yes() No(), Obtained: Yes() No()
 If using a contractor, are they licensed: Yes () No () self-contracting: Yes ()
 Contractor's Name: _____

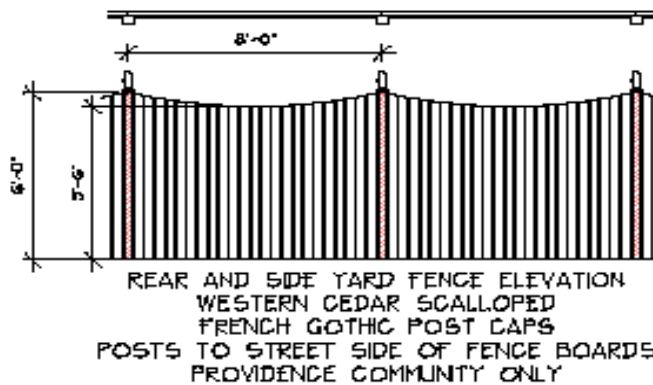
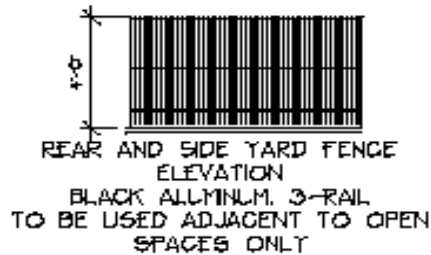
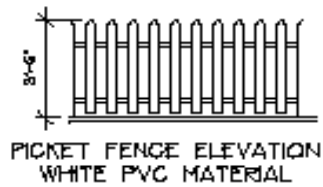
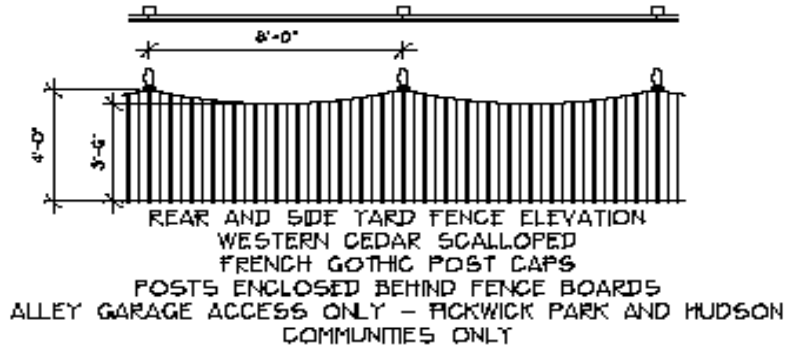
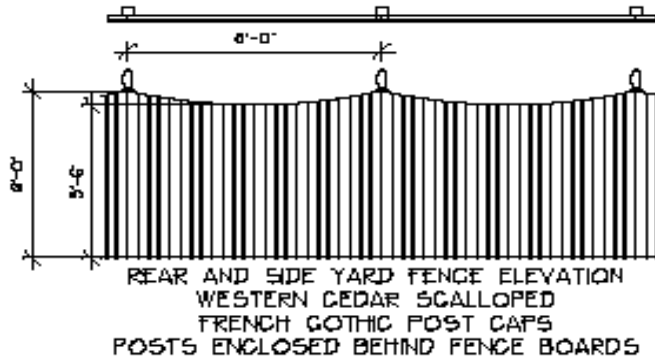
Submit To: McKay's Mill Property Manager: **Mary Katherine Bates**
 Community Management Associates 615-591-6993 Office
 1215 Habersham Way 615-591-6980 Fax
 Franklin, TN 37067 mbates@cmacommunities.com

Homeowner signature: _____

Date Rec'd: _____ DRC approval date: _____ Notified Start Date: _____ Completion date: _____
 Inspections Date: _____ by: _____

McKay's Mill Approved Fence Designs

progeCAD 2008 Smart! - Private use only



progeCAD 2008 Smart! - Private use only

Please Circle Requested Fence Design



NOTICE OF COMPLETION OF IMPROVEMENTS

PLEASE PRINT

TO: Community Management Associates
1215 Habersham Way
Franklin, TN 37067

615-591-6980 (fax)
mbates@cmacommunities.com

Attn: Mary Katherine Bates

Date: _____

Name: _____

Address: _____

Section: _____

Improvements on my property were completed on: _____

Please schedule your inspection at your earliest convenience.

Thank you,

Signed: _____