ARCHITECTURAL ALTERATION REQUEST

I. POLICY


No Unit Owner shall make or cause to be made any alterations or changes in or to the exterior or structure of any Unit without first obtaining the written consent of the Council of the Fairfield at Long Neck Homeowners Association (FFHOA). The FFHOA Council shall take into account the architectural and economic effects of any such proposed alteration or change on the overall development. The Owner(s) of the Unit to which such alteration or change is appurtenant shall be responsible for maintaining and repairing such alteration of change, unless the FFHOA Council determines otherwise.

II. PROCEDURES

All requests must be submitted to the FFHOA Architectural Committee (AC) for review and approval/denial of the FFHOA Council. Under no circumstances will work or commitment of work be made by the Owner until a written approval from the FFHOA Council is received by the Owner. Any work that is commenced prior to receiving the Council’s approval will result in penalties and fines.

All work will be done at the expense of the owner and all upkeep will remain at the expense of the owner. The FFHOA will not be responsible for maintaining the changes.

All work is to be done expeditiously once commenced and will be done in a good workman-like manner by a licensed and insured contractor. This includes but is not limited to cleaning up the work area at the end of each day. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.

The owner will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with the work.

The owner will submit, along with a completed Architectural Alteration Request form, the signed agreement (form FFHOA-AAR-2) acknowledging the above responsibilities and further agrees to abide by the decision of the FFHOA Council.

All completed forms are to be forwarded via e-mail to: Deborah Wilson / Toni Yurchak or mailed to Legum & Norman – An Associa® Company, 50 Cascade Lane Rehoboth Beach, DE 19971. NOTE that there will be a $17.00 fee for processing the application.
III. PROPOSED EXTERIOR ALTERATION OR CHANGE DATA (Print Clearly)

Unit Identification ___________________________ Date ________________

Owner Name (Print) ____________________________________________

Property Address ____________________________________________

Tel (H) ______________ (W) ______________ (C) ______________

Owner Home Address (if different) ________________________________

City, State, Zip ______________________________________________

DESCRIPTION OF PROPOSED ALTERATION/CHANGE. Please describe in detail all proposed improvements, alterations or changes to your unit. Include color(s), size(s), specifications, materials, location and any other pertinent information needed by the FFHOA Council to make a decision. Use the back of this form to continue description and/or attach a separate sheet. Also include a sketch of proposed alteration as it will appear when completed. You will be notified in writing of the preliminary/final decision of the Council within ten (10) days of receipt.

FOR FFHOA USE ONLY

_____ Approved     _____ Denied       _____ Provisionally Approved (See Below)

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IV. OWNER RESPONSIBILITY AGREEMENT

If approved by the FFHOA Council, I agree to make the changes under the terms and conditions specified in the letter of approval. All improvements must be on my property or within property lines. If any portion of the association property is disturbed or damaged by either myself or my contractor, I agree to be responsible for and to restore the common elements to their original condition(s).

I will assume all liability and will be responsible for any and all damage and/or injury which may result from performance of the work. Present and future owners will hold harmless, indemnify and defend the Fairfield at Long Neck Homeowners Association (FFHOA) from and against any claims, suits, damage, losses, costs and expenses, including reasonable attorney’s fees, made against or sustained by the owner as a result of said architectural changes.

I understand approval does not (when applicable) relieve me of the responsibility for obtaining any and all necessary building permits, variances, and/or observing all appropriate zoning ordinances.

__________________________________________  _______________________
Unit Owner(s) Signature       Date
__________________________________________  _______________________
Unit Owner(s) Signature       Date

Unit Number and Address ____________________________________________

http://www.fairfieldatlongneck.com
V. BUILDING REQUESTS

The owner will be responsible for complying with, and will comply with, all applicable federal, state, and local laws, codes, regulations, and requirements in connection with the proposed work, and will obtain any necessary governmental permits and approvals for the work.

It is strongly recommended that homeowners engage the services of an architectural firm for reasons of safety and liability. The code requires that decks be constructed based on pounds per square foot loadings. Having a contractor simply build a deck does not mean that the deck will be safe. Additionally, as of late, the Sussex County Building Department has been requiring sealed drawings for all decks and porches that are built at the second level or above. In fact, the County recently requested sealed drawings for the simple replacement of an existing railing on a second floor deck.

The owner will submit all documents required as outlined below.

The following list must be satisfied and copies submitted to the AC Committee for final approval by the FFHOA Council.

- A set of prints or drawing (to scale) of architectural alteration/addition
- Approved Sussex County building permit
- A contractor’s proposal with details of work and materials.
- A certificate of insurance with minimum liability insurance limits of $1M
- A valid copy of contractor’s license

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The contractor is: Name/Company ____________________________
Address _________________________________________________
Tel __________________ Fax ________________________________

Estimated Start Date ________________________________ Project Completion Date ____________________
_________________________________________ / ____________________________ Date ________________

Unit Owner(s) Signature(s)
Unit __________     Homeowner ________________________________________

Request Number ______ACR-0001______     Date Received by FF-AC _______________

VI.   CHECKLIST OF DOCUMENTS REQUIRED

<table>
<thead>
<tr>
<th>Name of Document</th>
<th>Records Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed and signed Architectural Alteration Request Form—Pt 1</td>
<td>Y    N    N/A</td>
</tr>
<tr>
<td>Signed Owner Responsibility Agreement form</td>
<td>Y    N    N/A</td>
</tr>
<tr>
<td>To-scale set of prints or drawing of proposed alteration/addition</td>
<td>Y    N    N/A</td>
</tr>
<tr>
<td>Approved Sussex County Building permit</td>
<td>Y    N    N/A</td>
</tr>
<tr>
<td>Contractor construction proposal w/details of work and materials.</td>
<td>Y    N    N/A</td>
</tr>
<tr>
<td>Certificate of insurance w/minimum liability limit ($1M)</td>
<td>Y    N    N/A</td>
</tr>
<tr>
<td>Valid copy of contractor’s license</td>
<td>Y    N    N/A</td>
</tr>
</tbody>
</table>

VII.   FFHOA BOARD FINAL REVIEW AND APPROVAL/DENIAL OF ARCHITECTURAL ALTERATION REQUEST

Date Received ________________

The FFHOA Council has reviewed the above Architectural Alteration Request and the decision made is outlined below.

_____  Approved as presented.

_____  Provisionally Approved. (See below)

_____  Denied. (See below)

Reason: _______________________________________________________________________________________
_____________________________________________________________________________________________

Approved by  ___________________________     Date ________________
(Council Member Signature)

Approved by  ___________________________     Date ________________
(Council Member Signature)