

Preston Trace Association (PTA) Architectural Request Procedure

I. Required Documents/Information/Attachments:

1. Architectural Request Form (available from Grandchester Meadows, Inc. [(919) 389-7944], P. O. Box 37038, Raleigh, NC 27627) completely filled out and signed. Additionally, it must be signed by each homeowner whose property is adjacent to yours or would reasonably view the property.
2. As many elevations (side/front/rear views) as necessary to describe the changes to the Architectural Review board.
3. A plot plan (top down view) of the lot, house, and proposed changes. If any of the changes exceed the current footprint of the house, indicate the extended footage and the new side, front, and rear setbacks.

II. Homeowner Responsibilities:

The homeowner is responsible for all personnel employed to perform work on the improvements to his property including but not limited to the following:

- No advertising signs are to be posted on the property.
- No workmen's trucks or trailers are to be left parked overnight in the street.
- No machinery or storage containers left on the property for over 36 hours.
- Daily cleanup of property/street.
- Do not infringe upon neighboring properties.

III. Application Procedure:

1. Completely fill out all sections of the Architectural Request form, have it signed by adjacent neighbors, attach all required support material and mail to:
Grandchester Meadows, Inc.
P. O. Box 37038
Raleigh, NC 27627
2. The request will be entered into the computer and forwarded (normally by email) to Preston Trace Architectural Review Committee and Board of Directors members.
3. The Architectural Review Committee will meet and discuss the application.
 - A. If no questions arise during the discussion, the Committee will make a recommendation to the Homeowners' Association Board on the request to accept or reject it. The decision of the Homeowners' Association Board will be sent back to Grandchester Meadows, Inc. Grandchester Meadows, Inc. will enter the result into their computer and send a letter to the applicant who submitted the request with notice of acceptance or rejection.
 - B. If questions arise during the discussion of the Architectural Request, the questions will be submitted to the Grandchester Meadows, Inc. The questions will be entered into the computer and a letter composed and sent to the applicant requesting answers to the questions. The applicant should respond in writing to the questions. After the written answers are received, the Architectural Review Committee will meet and discuss the application again. Assuming no new questions arise as a result of the answers to the first ones, the Committee will make a recommendation to the Homeowners' Association Board on the request to accept or reject it. The decision of the Homeowners' Association Board will be sent back to the Grandchester Meadows, Inc. Grandchester Meadows, Inc. will enter the result into their computer and send a letter to the applicant who submitted the request with notice of acceptance or rejection.