

## **ADDENDUM TO SOLATUBE REQUIREMENTS**

Anyone wishing to have a solatube installed, who did not sign up for one prior to February 28, 2007 must follow these procedures:

1. Homeowner obtains a two page Maintenance Agreement from the forms drawer at the clubhouse.
2. Homeowner completes this form on first page only (date, name, address in two places)
3. Homeowner obtains notarization of his/her signature on second page.
4. Homeowner submits this Maintenance Agreement, along with a check for \$5.00 made out to "Troon at Kildaire HOA" (to cover administrative/notarization expense) to Board box at the clubhouse for HOA Secretary signature/notarization.
5. HOA Secretary signs Maintenance Agreement and completes notarization and returns Maintenance Agreement to Board box for pickup by Homeowner.
6. Homeowner then files this Maintenance Agreement with the Wake County Register of Deeds in Raleigh. (Note: Homeowner should write their name and mailing address in the upper left corner before filing in order to receive the original back in the mail.)
7. Homeowner then completes an Architectural Request and attaches the completed Maintenance Agreement (the original from Wake County Register of Deeds). This Architectural Request And Maintenance Agreement copy is to be left in the architectural request drawer in the clubhouse.
8. The Architecture Committee will assign a number to this Architectural Request, verify that all paperwork has been completed. Copies of this Architectural Request and associated Maintenance Agreement to be distributed to the homeowner, directors and management company for their records.
9. Homeowner now can contact Solar Solutions to request an installation. Their phone number is 919-941-0061. SOLAR SOLUTIONS MUST CONFIRM WITH THE TROON ARCHITECTURE COMMITTEE THAT ALL APPROPRIATE PAPERWORK IS IN ORDER PRIOR TO SCHEDULING AN INSTALL DATE.