



## Letter from the Architectural Review Committee

Subject: ARC Review and Approval

Dear Resident,

Thank you for making an improvement to your home! The Towne Lakes neighborhood is filled with homes of classic historical architecture that reflect the design of a simpler time. The architectural styles and details of your home make it distinctive; while together all the homes of the neighborhood create an impeccable streetscape of harmony. The improvements to your home should reflect this. Therefore, in accordance with the covenants, which your property is subject to by owning a home within the Towne Lakes Traditional Homes Association, you are required to submit your improvement to the Architectural Review Committee (ARC). In accordance with the Towne Lakes Traditional Homes Association covenants, no improvement or other physical change to your property may commence until approved by ARC. This is done to ensure the compatibility of colors, materials, size and location of your improvement and to preserve the architectural style of the neighborhood. For your convenience an ARC application is printed on the other side of this document. Please complete the application and submit the required information to ARC for review. Once approved by ARC, you may commence with your improvement as specified in the approved ARC plan. For questions associated with this process please feel free to go to the association's website at [www.townelakes.net](http://www.townelakes.net) where you can find copies of the covenants and additional ARC literature or contact the ARC chair or a member of the Association's board. Towne Lakes Traditional Homes Association appreciates your commitment to improving your property and the neighborhood and look forward to your application to the ARC. Thank you for maintaining the architectural standards established in our covenants!

Sincerely,

Towne Lakes Traditional Homes Association  
[tlthboard@townelakes.net](mailto:tlthboard@townelakes.net)

Architectural Review Committee  
[arc@townelakes.net](mailto:arc@townelakes.net)

## ARCHITECTURAL AND LANDSCAPE IMPROVEMENT APPLICATION

**Step 1.** Review the Architectural Standards per the Amended and Restated Master and Towne Lake Traditional Homes Declarations.

**Step 2.** Fill out this application, copies of the covenants and additional ARC literature is located on [www.townelakes.net](http://www.townelakes.net):

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Est. Start Date: \_\_\_\_\_ Est. Completion Date: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Contractor's Phone #: \_\_\_\_\_

Type of Alteration/Improvement: \_\_\_\_\_

The following documents **must** be attached with the application, all may be sent electronically to the ARC via email at [arc@townelakes.net](mailto:arc@townelakes.net):

- ☐ Attach two copies of your original lot survey with placement of improvement/alteration noted (i.e. if building a deck, draw placement of deck on survey).
- ☐ Attach two sets of plans, i.e. drawings of the alteration/improvement, preferably a professional drawing from your contractor (for landscaping improvements, a plan prepared by a nursery). If that is not available a hand drawing may be acceptable, as solely determined by ARC. Detail locations, shape, dimensions and phases of installation with projected end date for each phase on the plans, as applicable. This may be done on a lot survey.
- ☐ Attach two copies of specifications, i.e. written description or picture of the alteration/improvement (catalog cut sheets, brochure pictures or website printouts are acceptable). Include a specific list of materials, colors, dimensions, etc. that will be used (for a deck you would include the following: types of wood, paint colors, stain colors, etc.) and phases of installation with projected end date for each phase on the specifications, as applicable.

The homeowner agrees to the following:

- A. No alterations/improvements may commence until written approval is received from the Architectural Review Committee. Alterations/improvements must be completed as represented in this Application, or as modified by any changes required as a condition of approval.
- B. The owner is responsible for obtaining any required building permits after ARC approval.
- C. The owner, not the Association, Board of Directors, or ARC, is responsible for (i) the construction standards and specifications relating to the alterations/improvements and construction work; and (ii) determining whether the alterations/improvements violate any restrictions or requirements imposed by any governmental authority having jurisdiction over the Unit.
- D. The owner shall hold harmless, indemnify and defend the Association and its officers, directors, and agents from and against any expenses, claims, damages, losses or other liabilities, including without limitation attorneys' fees and costs of litigation incurred by the Association, arising out of (i) any part of the alterations/improvements which violates any governmental law, code, ordinance, or regulation; (ii) the adequacy of the plans or specifications submitted by the owner in connection with this application; and (iii) the construction of the alterations/improvements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 3.** Submit **two copies** of the application and all attachments electronically or to the drop-box labeled "ARC" located outside the Activity Center, 11339 West Laketowne Drive. Incomplete applications or applications with insufficient information will be denied.

**Step 4.** Wait for a response from the Architectural Review Committee. The response will be delivered to you by mail. **Note: In accordance with the Declaration, contractors are not allowed to put advertising signs on your property.**

Questions or concerns about the process please contact the ARG at 763-428-1962, or ARC via email at [arc@townelakes.net](mailto:arc@townelakes.net).

ARC APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_

ARC INSPECTION: \_\_\_\_\_ Date: \_\_\_\_\_