

# PUCKETT DOWNS

## Exterior Improvement Request Application

Our goal is to provide you with a timely answer to your request.  
To avoid a delay in the review process,  
a complete Exterior Improvement Request Packet must be submitted.

**The following items are REQUIRED for the packet:**

1. ARC processing fee of \$35.00 (this fee does not apply to satellite dish requests). Please check here to have the fee charged to your account.
2. This application form – completed in its entirety.
3. A copy of your site plot plan (or an aerial photo that shows your property lines) with the proposed location of your improvement drawn on it.
4. Photos, drawings and any other documentation to clearly depict your project.

Property Owner(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Date of Application: \_\_\_\_\_ Closing Date(if applicable): \_\_\_\_\_

Expected Start Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

### I. Detailed Description of Proposed Improvement(s)

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### II. Description of Materials

Please list and describe ALL materials required to complete job. Be sure to include product details and dimensions. Attach pictures, blueprints or detailed sketches and have available paint samples, product samples, construction materials.

**Paint – list brand, color name, color number and sheen/finish  
(example: *Sherwin-Williams, Mink #6004, Satin*)**

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**Materials – include product names, manufacturers’ colors, dimensions etc.:**

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### III. Additional Information and Notes for Consideration

1. Is a building permit required for this project?  
**Yes    No**
2. If applicable for this project, have you verified your property lines and marked them accordingly?  
**Yes    No    N/A**
3. If applicable for this project, and per Tennessee law, have you or your contractor notified the underground utility notification center (811) to protect you and your property against underground utility damage or liability? **Yes    No    N/A**

## IV. General Conditions

**Please acknowledge your awareness and agreement to each of the general conditions by checking the box beside each of the following statements. Your ARC Application request will not be processed unless all boxes have been checked.**

- 1. No work on this project shall begin until written approval has been received.
- 2. Any variation from the original approved application must be resubmitted for approval.
- 3. HOA approval does not supersede any Federal, State, City or local regulations. Receipt of a building permit from local government does not equal approval from HOA.
- 4. HOA approval of the project does not constitute approval of technical, structural or engineering specifications nor does HOA assume any responsibility for such.
- 5. HOA approval is contingent upon construction/alteration/addition being completed in a skilled manner and consistent with the community's standards.
- 6. Upon approval, this project must be completed within 6 months (180 days). A request for an extension must be submitted to the Management Company if this timeline cannot be met.
- 7. Any and all building permits (if applicable) must be obtained before work commences. Please verify what is required by your local codes office.
- 8. Work will be performed during city ordinance work hours.
- 9. Any damage to common area property or neighbor's property during construction of this project will be the sole responsibility of the owner and his/her contractor.
- 10. The use of neighbor or common-area property for access is not permitted unless prior permission is requested and granted in writing.
- 11. Building materials or equipment may not be stored on or obstruct streets, alleyways, walkways, common areas or neighboring property.
- 12. The owner(s) shall hold harmless, indemnify and defend the HOA 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 HOA, 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(s) in connection with this application; and (iii) the construction of the alterations/improvements.
- 13. Fences and other improvements installed in a public utility easement are the owner's responsibility (and expense) to remove, repair and reinstall, should a utility company or municipality require access.

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return your completed Improvement Application Packet and all required documents via your homeowner portal at [www.ghertner.com/owner](http://www.ghertner.com/owner).**

# SAMPLE HOA

## Exterior Improvement Request Application

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2. This application form – completed in its entirety.
3. A copy of your site plot plan (or an aerial photo that shows your property lines) with the proposed location of your improvement drawn on it.
4. Photos, drawings and any other documentation to clearly depict your project.

Property Owner(s): David Matthews  
Property Address: 1234 Main Street  
City, State, Zip: Sample Town, TN 12345 Phone: 555-123-4567  
Email: email@email.com

Date of Application: October 1, 2019 Closing Date(if applicable): N/A

Expected Start Date: November 1, 2019 Expected Completion Date: November 1, 2019

### I. Detailed Description of Proposed Improvement(s)

Replace front storm door

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### II. Description of Materials

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**Paint – list brand, color name, color number and sheen/finish (example: Sherwin-Williams, Mink #6004, Satin)**

Color: Brown HGSW2541(to match existing front door and trim)

**Materials – include product names, manufacturer's colors, dimensions etc.:**

From attached brochure: Arch Bevel style, satin nickel handle finish

Purchasing from Lowe's and installed by Lowe's contractors

### III. Additional Information and Notes for Consideration

1. Is a building permit required for this project?

Yes  No

2. If applicable for this project, have you verified your property lines and marked them accordingly?

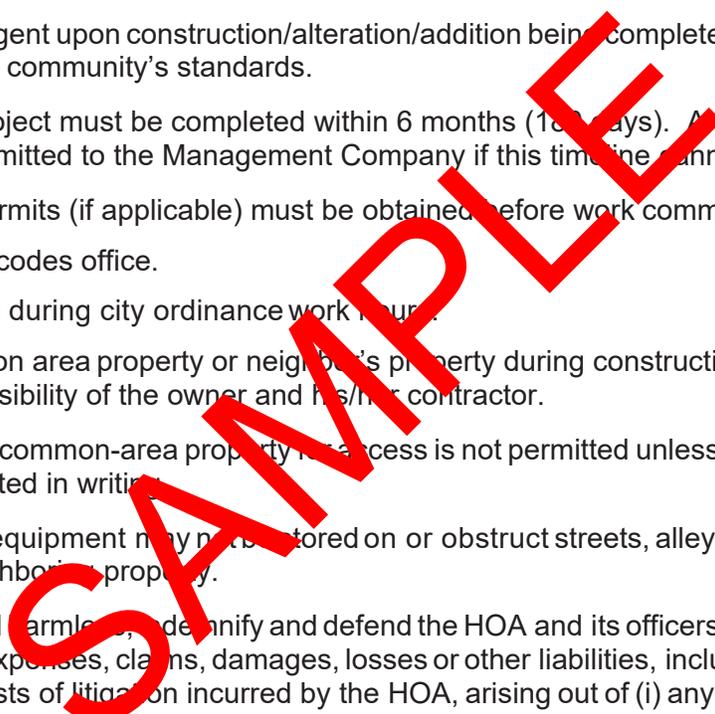
Yes  No  N/A

3. If applicable for this project, and per Tennessee law, have you or your contractor notified the underground utility notification center (811) to protect you and your property against underground utility damage or liability? Yes  No  N/A

### IV. General Conditions

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- 12. The owner(s) shall hold harmless, indemnify and defend the HOA 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 HOA, 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(s) in connection with this application; and (iii) the construction of the alterations/improvements.



Owner Signature David Matthews Date 10/1/19

## Low-E Fullview

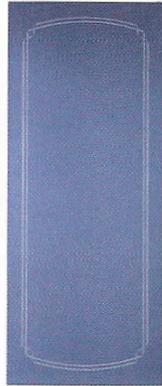
High Performance Glass reduces fading, better year-round insulation



Low-E  
32-in width  
36-in width

## Decorative Fullview

Includes screen for seasonal venting



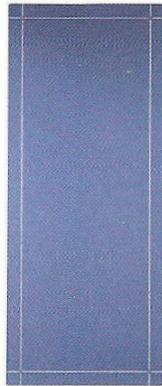
Arch Bevel  
36-in width



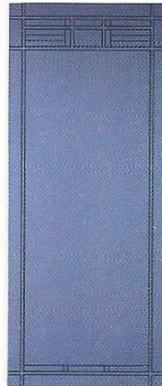
Crystal Beve  
36-in width



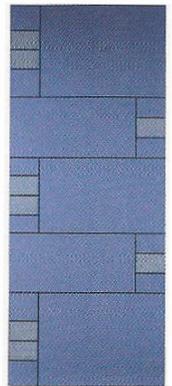
Double Bevel  
36-in width



Single Bevel  
36-in width



Kensett  
36-in width



Edessa  
36-in width



Rolscreen  
32-in width  
36-in width

## Retractable Screen Fullview

Screen hides in top cassette when not in use

White, Poplar White, Brown, Black, Cranberry, Hartford Green



Venetian  
32-in width  
36-in width

## Blinds-Between-the-Glass Fullview

Cordless design  
White only

## door color



White  
HGSW4051\*



Poplar White  
HGSW2167\*



Putty  
SW3464\*



Brown  
HGSW2451\*



Black  
HGSW1441\*



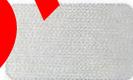
Cranberry  
HGSW3411\*



Hemlock  
HGSW3252\*



Portobello  
HGSW3462\*



Morning Sky  
Gray  
HGSW1486\*



Real Red

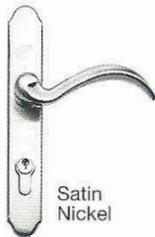


Summer  
Sage  
SW7734\*

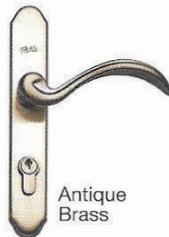


Hartford  
Green

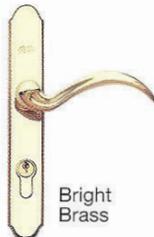
## handle finish



Satin  
Nickel



Antique  
Brass



Bright  
Brass



Oil-Rubbed  
Bronze



Matte  
Black

\* Comparable SHERWIN WILLIAMS colors

Make your door unique