

ARCHITECTURAL IMPROVEMENT APPLICATION INSTRUCTIONS

The goal of the Architectural Control Committee is to preserve and protect the property values of every homeowner. The committee is volunteer homeowners from your neighborhood. They would like to thank you for complying with the Declaration of Covenants, Conditions, and Restrictions of your Association by filling the attached application. Should you have any questions about the application, please contact your Association Manager.

These instructions have been included to assist you in completing the attached application. The ACC meets on a monthly basis, so it is very important that they have all the required information with regard to your project, when they meet. Incomplete applications may result in disapproval and a request for you to re-file your application with the needed information. This could delay the approval of your project until their next meeting. Please contact your Association Manager if you would like to know when the next meeting will take place.

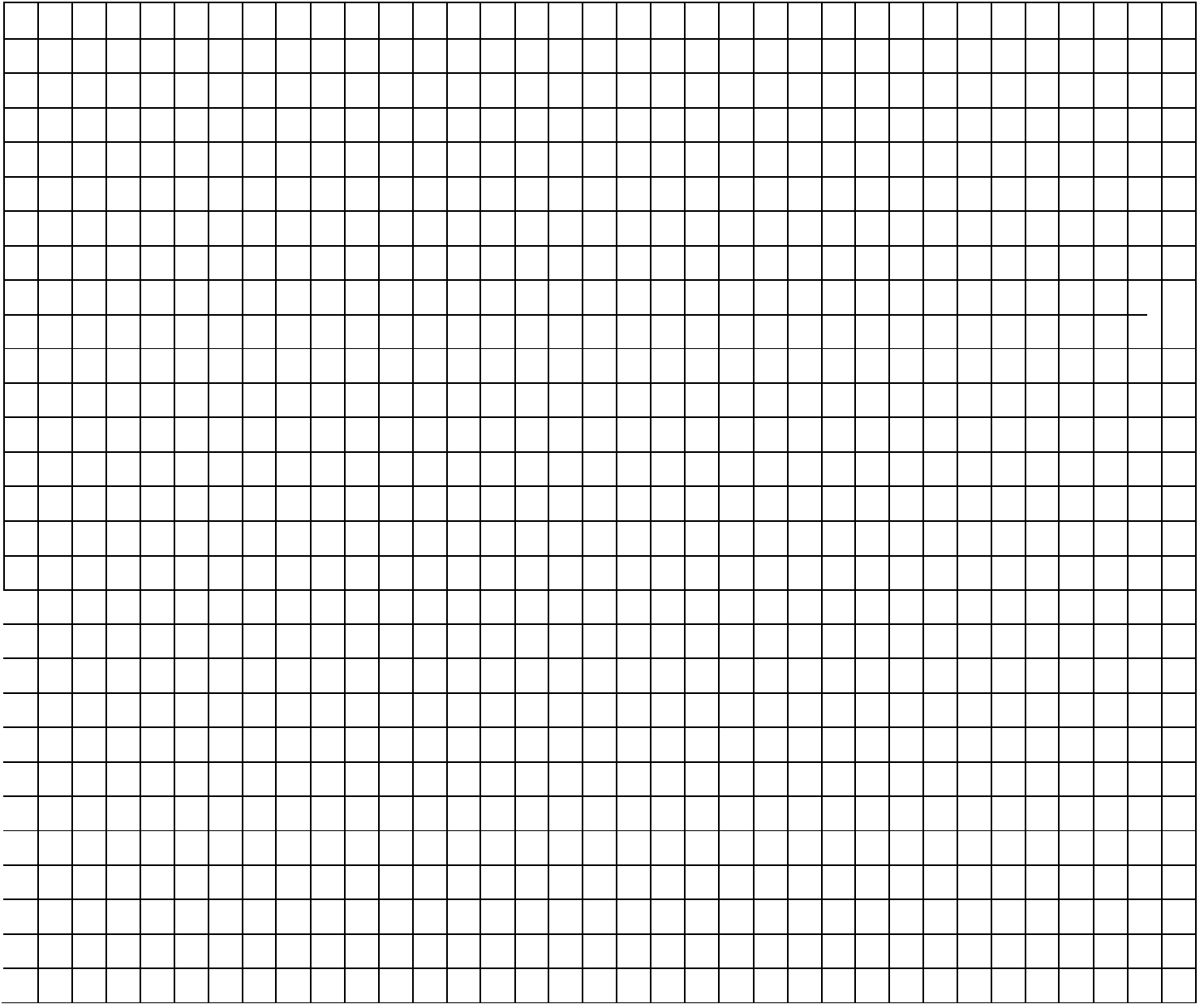
Please be as descriptive as possible when describing your improvement. The location of your project on your lot with references to all pertinent property lines will be very helpful. If you are doing the work yourself, please reflect that on the supplier/contractor line. Should you elect to have a contractor perform the work, please list the company name in that area. Please include an approximate cost for your project. If you have a quotation from your contractor, please include that with your application. Construction materials should always be consistent with the existing structure on your property. However, please reference the type, color, size, etc. when describing the materials.

When erecting a fence, please refer to the guidelines from the ACC concerning fences before you file your application. A copy can be obtained from the management firm. It is very important to reference the property lines with regard to fences.

Drawings are a requirement for all projects. A drawing template has been included in the attachment to help you describe your project. Photographs, hand written drawings, pages from catalogs, etc. are always welcome to assist the ACC to understand your project.

Once you have completed the application and attached your drawing, please forward it to Westwood Management, Inc. Attention: Dylan Blair at dylan@wmco.net or you may download the forms, fax them, or mail them to Westwood Management, Inc. After receiving your application, the ACC will review your application. Once the committee has reviewed your project, you will be sent an approval or disapproval in writing.

TO: HOMEOWNERS ASSOCIATION'S ARCHITECTURAL
CONTROL COMMITTEE
(SKETCH OUTLINE OF PROPOSED IMPROVEMENT)

A large grid of graph paper, consisting of 20 columns and 30 rows of small squares, intended for sketching architectural improvements.

PROPERTY OWNER _____ PHONE _____

ADDRESS OF PROPERTY _____

NATURE OF IMPROVEMENT _____

HOME IMPROVEMENT REQUEST FORM

DATE: _____

LOT NUMBER: _____

RETURN FORM TO:

CHESWICKE FARM EAST HOMEOWNER'S ASSOCIATION, INC.
C/O Westwood Property Management
109 International Drive, Ste. 220
Franklin, TN 37067

To protect the rights and home values of all residents of Cheswicke Farm, any homeowner wishing to construct an exterior improvement to their property other than landscaping, (i.e., fences, decks, sidewalks, patios, hot tubs/ pools, mailboxes & posts, doors, windows, roofing materials, etc.) must submit for approval this "Home Improvement Request Form" to the Architectural Control Committee at least 30 days prior to the start of construction. IF ANY CHANGE IS MADE WITHOUT THE REQUIRED APPROVAL, THE COMMITTEE HAS THE RIGHT TO ORDER THE OWNER TO REMOVE THE IMPROVEMENT OR BRING IT INTO CONFORMITY WITH THE DECISION OF THE COMMITTEE.

OWNER'S NAME: _____

HOME PHONE: _____

PROPERTY ADDRESS: _____

WORK PHONE: _____

BRIEFLY DESCRIBE THE IMPROVEMENT: _____

WHO WILL PERFORM THE ACTUAL WORK ON THE IMPROVEMENT? _____

WHAT MATERIALS ARE TO BE USED? _____

ANTICIPATED COST _____

START DATE _____

COLOR (if applicable) _____

COMPLETION DATE _____

THE PLANS AND SPECIFICATIONS SHOWING THE NATURE, KIND, SHAPE, HEIGHT, MATERIALS, AND LOCATION OF THE IMPROVEMENTS MUST BE ATTACHED TO THIS APPLICATION. I understand that the Architectural Control Committee will act on this request as quickly as possible and contact me in writing regarding its decision. I agree to refrain from beginning property improvements until I receive written approval from the Committee. Furthermore, I understand that this application and any approval thereof implies that the work will be done using good workmanship. Failure to use good workmanship will void any approval obtained prior to completion of the work. The changes must also comply with any City and County regulations/codes. The homeowner is responsible for verifying the regulations and codes.

Signed: _____

FOR ASSOCIATION USE ONLY

Date Received: _____

Disposition/Action: _____

Comments: _____

Signed: _____