

# Crystal Oaks of Durham Homeowners Association, Inc. Architectural/Landscape Change Request Form

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

Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ (c) \_\_\_\_\_

Brief description of change requested: \_\_\_\_\_

Plot plans, drawings and specifications, as required, must be attached with a complete description of the proposed change. These and other supporting documents WILL NOT be returned, as they will become a part of the permanent record in your homeowner file. Notice of approval or disapproval will be mailed to you within 30 days from date of receipt of the application. Describe the improvement, addition, or alteration being submitted for approval (use additional sheets if necessary). Please include such details as dimensions, materials, colors, design, location and all other pertinent data. Use photography and/or samples as needed. Be as specific as possible.

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All work is subject to applicable building code restrictions and requirements. Crystal Oaks of Homeowners Association does not, in any way, assume responsibility for compliance with any or all governmental laws, regulations, or code ordinances.

Mail, Email or Fax this request to: Crystal Oaks of Durham HOA, Inc.  
c/o Onyx Management and Consulting, LLC  
P.O. Box 4362  
Chapel Hill, NC 27515  
Fax: 919-967-0411  
Email: onyxmgnt@gmail.com

Waiver of Liability on page 2 must be signed before this Request can be considered. Note: For your protection always use licensed, bonded and insured contractors.

## WAIVER OF LIABILITY

We/I understand and will comply with the following in regards to the Architectural/Landscape Change Request on page 1:

1. If the modification is not completed as approved, said approval can be revoked and the modification will be required to be removed by the owner at the owner's expense.
2. Owner(s) is required to advise all contractors that common areas are not to be used as work or storage areas. Contractors will also be held responsible for thorough cleanup of common areas, sidewalks and streets.
3. Owner(s) is required to pay for and repair any and all damage to the common areas as a result of construction or contractor negligence.
4. Owner(s) agrees to adhere to all applicable state and county building codes and to obtain all necessary permits. Owner(s) understand that ARC approval, if given, will not relieve owner(s) of such compliance and permits.
5. Owner(s) agrees to abide by the decision and terms and conditions of the ARC, or (in the case of an appeal) the Board of Directors.
6. If the modification is not approved, or does not comply, the owner(s) may be subject to court action by the Homeowners' Association and shall be responsible for all reasonable attorney's fees, costs and expenses in connection with such litigation.
7. Owner(s) agrees to maintain the improvement if approved by the Board of Directors or their duly appointed representative. If, in the view of the Board of Directors, the improvement is not being maintained, the Association has the right to remove or maintain the improvement with the Homeowner bearing all costs.
8. Architectural/Landscape Change Forms from tenants will not be accepted without the written consent and signature by owner.

This Waiver of Liability is hereby signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

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Owner Signature

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Owner Signature