

**Appendix F**  
**ARCHITECTURAL REQUEST**  
**Crown Oaks Home Owners Association**

Before you begin any work, you ***must*** have in place an approved Architectural Request. **PLEASE ALLOW TWO (2) WEEKS FOR THE APPROVAL PROCESS**. You may submit your request through the online portal by visiting [www.lemmontreenc.com](http://www.lemmontreenc.com) or you may return this form to Lemmon Tree Management, LLC either by email ([crownosaks@lemmontreenc.com](mailto:crownosaks@lemmontreenc.com)) or mail (PO Box 17565, Raleigh, NC 27619).

**Thank you for your interest in improving your investment in Crown Oaks.**

\_\_\_\_\_  
**Property Owner Name(s) *Print Please***

\_\_\_\_\_  
**Property Address**

\_\_\_\_\_  
**Telephone Number (day)**

\_\_\_\_\_  
**Telephone Number (evening)**

**Description of Improvement, Change, or Addition:**

\_\_\_\_\_  
\_\_\_\_\_

**Materials to be Used:**

\_\_\_\_\_

**Color(s)** \_\_\_\_\_

**Estimated Start Date:** \_\_\_\_\_

**Estimated Completion Date:** \_\_\_\_\_

Please include drawings, or relative pictures with this request showing any proposed improvements including the relationship to existing structures, lot lines, and landscaping.

In applying for the above architectural change, I agree to follow to the best of my ability the changes as described, and met any and all codes, permits, or other requirements deemed necessary by county, state, or other applicable authority.

\_\_\_\_\_  
**Owner's Signature(s)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date Received**

\_\_\_\_\_  
**CO Representative initials**

Approved   Pending   Denied  
**Status / Date** \_\_\_\_\_

**Notes:** \_\_\_\_\_  
\_\_\_\_\_

**Neighbor approval** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Yes/No Signature/date** \_\_\_\_\_

**Neighbor approval** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Yes/No Signature/date** \_\_\_\_\_