

**Regency Communities Association, Inc.**  
**Application for Approval of Exterior Design Change**

Submit Application To:

Hope Ruff  
Community Manager  
Elite Management Professionals, Inc.  
4112 Blue Ridge Road Ste 100  
Raleigh NC 27612  
[HopeRuff@elite-mgmt.com](mailto:HopeRuff@elite-mgmt.com) (Email submission ensures faster Response)  
919-233-7660  
919-233-7661 Fax

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

Name of Owner: \_\_\_\_\_

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

Mailing Address: (If Different) \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

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

(Required, also ensures fastest response as you will receive automatic updates as final votes are received)

The owner requests design approval and grants permission to the Regency Communities Association to enter on the Property to consider the request and to inspect prior, during and/or upon completion.

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

Description of Proposed Change:

Please review the Required Documents chart on the following page. Attach copies of all required documents/information. Indicate location of the proposed exterior design change on the lot in relation to the house and other existing structures.

If your project is not specified in the chart, please provide a written description and attach all sketches, specifications, pictures, paint chips, etc., as appropriate. **Note: Your application will not be sent for Committee review without all required documents/information. A plot plan can be obtained from your closing documents or county website. Use additional pages/ attachments as needed.**

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Estimated Construction Dates: begin\* \_\_\_\_\_ complete \_\_\_\_\_

\*Do not begin project before written approval is received. Please allow up to 60 days for a written decision (although the committee makes every effort to respond more quickly).

**Required Documents**

	Location on Plot Plan/Survey	Material	Style	Dimensions (length, width & height)	Stain/Color	Images/Plans
Fence/Enclosure	X	X	X	X	X	X
Utility Building/ Shed	X	X	X	X	X	X
Porch Conversion	X	X	X	X	X	X
Pool & Equipment	X	X		X		X
Patio/Deck	X	X	X	X	X	X
Extended Driveway/ Walkway	X	X		X	X	X
Gazebo	X	X	X	X	X	X
Landscape	X			X		X
Tree Removal	X					X
Addition	X	X	X	X	X	X
Exterior Paint					X	