

GOVERNORS VILLAGE PROPERTY OWNERS ASSOCIATION
PROCEDURES FOR ARCHITECTURAL APPLICATION

An architectural application requires the Architectural Request Form available from Talis or from the Governors Village website. (Visit www.talismanagementgroup.com.) Other documents required -- depending on the type of request -- might include a survey of the lot showing the location of the home, samples of paint colors or an elevation drawing of proposed improvements, photos, product brochures, landscape plans as called for. (Names of paint colors are not sufficient.) Please review the Architectural Guidelines carefully. Once completed the application should be submitted to Talis Management Group at PO Box 99149, Raleigh, NC 27624. Applications that do NOT involve a color can be faxed to Talis (919) 376-8800.

The Architectural Review Board (ARB) normally meets on the second Tuesday of the month. In order that applications may be mailed to the ARB in a timely manner, the deadline for applications is 5:00 pm of the Wednesday before the ARB meeting. An incomplete application will be returned to the homeowner and will not be considered until it is complete. Homeowners may attend the ARB meeting concerning their application. Please contact Talis regarding the time and place. ARB decisions are reported to Talis in the minutes of the meeting. Once Talis has received the approved minutes, Talis mails the Board's decision to the homeowner. Homeowners may request an email response. Responses will not be given over the phone. The ARB's goal is to report decisions to Talis by the Friday following the Tuesday meeting.

Expedited Application. The covenants of the Governors Village POA allow the ARB up to 30 days to respond to a homeowner request. This requirement is usually met through the monthly meeting. Homeowners who would like to have their application expedited (that is considered prior to the meeting) or who would like to have their application considered at the next monthly meeting, despite a late application, may do so by paying a \$50.00 fee with the application. (Check payable to "Governors Village POA.") Please keep in mind that the ARB will not review an incomplete application.

Warning. Homeowners may not commence exterior alterations including change of paint color, additions, landscaping, or removal of trees larger than four (4) inches caliper without the written approval of the ARB. Homeowners who commence alterations without approval will incur an automatic fine of \$75.00. (This fine may be appealed to the Board of Directors, however, the Board of Directors may impose fines of up to \$100 per day for unapproved alterations.) In addition homeowners must realize that the ARB has the authority under North Carolina law to require homeowners to undo alterations which are not approved by the ARB. This can be an extremely costly situation for the homeowner. Homeowners should not begin -- or even contract for -- exterior alterations until their application has been approved by the ARB and they have received written notice of the ARB's decision.

If you have questions do not hesitate to call Talis Management at 878-8787. Thank you.