

charette

architecture
planning
development

February 28, 2013

Homeowner
Street
City,State, Zipcode

Attn: _____ - (registrant)

Name@_____Homes.com

Re: Hollyhock - Lot 167

Dear Mr. _____:

I have been requested by the Hollyhock Board of Directors to advise you of its determination with respect to a violation of the Architectural Guidelines, which requires your immediate attention.

Violation: Under Article III Section I in the Guidelines there is a requirement stated as follows:

6) Vinyl windows are not approved except for the following manufacturers and styles: Simonton - Master Pro finish; Jeld-Wen - Select Vinyl; Ply Gem - Pro Series (MW) Classic; Windsor-Signature series; Pella 350 series. Single hung windows are not permitted nor are screens permitted in windows that only cover a single sash of a two sash window.

You made a submittal request on Form Two stating you were planning use YKK windows, a non-approved window except where impact glass is provided. Impact glass was not observed as being a component of your windows. In the review letter giving you authorization to proceed, there was the statement:

"YKK windows are not approved for the community unless they are double hung and meet impact glass standards. The list of approved windows are referenced in the Guidelines. One of the approved windows must be used."

After notice was properly given in accordance with Chapter 47F of the North Carolina Planned Community Act, which you did not attend, it was determined by the HOA Board that the unapproved windows must be removed and replaced by approved windows. In accordance with the referenced Statute, correction may be demanded within ten (10) days. Due to the fact that custom materials may be required in order to make this change, the Board is affording you thirty (30) days to make the change. This is conditional on you making progress toward obtaining new windows by showing evidence that an order has been placed within the next ten (10) days and that you are taking no further action to embed the windows further such as applying finished materials to interior or exterior walls.

Please advise if you have any questions or if we can assist in any way.

Very truly yours,
Charette Architects, PLLC
Architectural Consultants to the Hollyhock ARC

cc: Hollyhock – Board of Directors and Architectural Review Committee

Charette Architects, PLLC

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