

**LAKE CREST HOMEOWNERS ASSOCIATION**

**HOMEOWNER'S REQUEST FOR THE ARCHITECTURAL REVIEW COMMITTEE (ARC)  
TO EVALUATE HOME EXTERIOR PRIOR TO CLOSING**

Houses sold in Lake Crest must be in compliance to avoid delays at closing. The first page of this request form is to be completed by the homeowner and submitted to the Lake Crest HOA Property Manager. An Architectural Review Committee (ARC) member will then inspect the exterior of the property within a week. An ARC member will contact the homeowner to schedule a time to gain access to the back yard. After the ARC inspection is completed, this form with the required repairs and/or maintenance needs listed will be returned to the homeowner for review and discussion as needed. **ALL REQUIRED WORK NOTED ON THE FOLLOWING PAGES SHALL BE IN PROGRESS DURING THE SALE AND COMPLETED NO LATER THAN THE SCHEDULED CLOSING FOR THE HOUSE.** Please refer to the Lake Crest Declarations of Covenants, Conditions and Restrictions and to the Lake Crest Rules and Regulations (found at [www.lakecresthoa.com](http://www.lakecresthoa.com)) for your reference regarding exterior requirements. Thank you.

**HOMEOWNER TO COMPLETE THE INFORMATION BELOW**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #s: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WILL YOU BE LIVING IN HOME DURING SALE? \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_

EMERGENCY CONTACT PHONE NUMBER: \_\_\_\_\_

**REALTOR INFORMATION**

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

CELL: \_\_\_\_\_ OFFICE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**REPAIRS AND/OR MAINTENANCE NEEDS**

ARC member, list the identified needed exterior repairs and/or maintenance in the appropriate section below (repair, replace, refresh, paint, seal, clean, trim, etc.). Return the completed form to the Lake Crest HOA Property Manager.

Homeowner, the Lake Crest HOA Property Manager will return the completed form to you with the repairs and/or maintenance needs listed below. All items listed below must be completed prior to receiving the compliance letter for closing.

**Repairs and/or Maintenance Needs:**

EXTERIOR ITEM	REPAIRS AND/OR MAINTENANCE NEEDS
Front yard (lawn, trees, shrubs, landscape beds, stumps, other)	
Side yard	
Exterior paint, brick, etc. (condition)	
Paint color compatibility with the aesthetics of Lake Crest – doors, shutters, trim, etc.	
Front door	
Garage doors	
Windows	
Gutters and downspouts	

EXTERIOR ITEM	REPAIRS AND/OR MAINTENANCE NEEDS
Roof	
Driveway and sidewalk	
Mailbox and post	
Rear yard	
Deck/patio	
Fence	
Retaining wall	
Additional comments and notes	

**IMPORTANT: HOMEOWNER, ALL REPAIRS AND/OR MAINTENANCE NEEDS NOTED ABOVE MUST BE COMPLETED PRIOR TO RECEIVING THE COMPLIANCE LETTER FOR CLOSING.**

**INITIAL INSPECTION**

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

LAKE CREST ARC

**REPAIRS AND/OR MAINTENANCE NEEDS SUBMITTED TO HOMEOWNER**

DATE: \_\_\_\_\_

**FOLLOW UP INSPECTION**

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

LAKE CREST ARC