



**THORNHILL COMMUNITY ASSOCIATION, INC. <sup>sm</sup>**  
**c/o Superior Association Management, LLC**

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P.O. Box 2427 • Huntersville, NC 28070 • (704)875-7299 • Fax (704)875-7177

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**Request for Architectural Control Committee Approval**

<b>Property Owner Name:</b>	
<b>Property Address:</b>	
<b>Home Phone</b>	
<b>Work Phone</b>	
<b>Email Address:</b>	

Description of Project: Please provide as much description and details as possible about the project. As necessary, include any drawings, pictures, dimensions, elevations, location on property, materials, contractor details including name and contact numbers, the intended start and completion dates and all other information that is appropriate to the project.

*If you are making paint or other exterior color changes, please provide paint chips or color samples and identify as to siding, trim, shutters and doors. You also have the option of referring to an existing community home by address if your color selection will be similar. Applications will not be considered for approval until color choices are confirmed.*

**The ACC is generally able to complete the approval process within 2 weeks of submission of a complete application. Please remember to allow enough time for the approval process before contracting a start date to avoid any problems.**




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**Acknowledgement of Adjacent Owners**

We **require** that you advise your adjoining neighbors who will be most affected by the project about your plans. This should include the adjoining side, front and rear property owners. This will help to avoid any problems or disputes related to activities on or near property lines.

Adjacent Owners: Your signature shows that you are aware of this application. *It does not mean to imply that you must approve, only that you have been made aware.* If for some reason you have concerns about the proposal please contact the property management company so they can direct you to the members of the Architectural Review Committee.

Adjacent Owner Name:	
Address:	
Phone Number:	
Signature:	

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Phone Number:	
Signature:	

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**Please Read Below Before Signing**

All approvals are conditional where city/county codes and permitting is a requirement. The property owner must obtain all the permits as necessary for zoning, setback and construction. Failure to comply with city/county requirements and or any alteration to the project as permitted here will void this approval and the property owner will be subject to ACC action including removal and/or fine.

**Owner's Agreement**

**I have completed this application in good faith and it accurately represents the project I propose to undertake.**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Please contact Superior Association Management at (704) 875-7299 and advise the "Thornhill Property Manager" of this request. They will direct you to mail, fax or email your documentation or make arrangements to have a member of the Architectural Control Committee contact you directly. At that time be prepared to discuss your project in detail so that a full evaluation can be made. As necessary, in the opinion of the ACC, minor adjustments or recommendations may need to be incorporated into your request. Once agreement is reached you will receive an approval letter and our property management company will be notified so they can update our community records.

If, for some reason, an acceptable agreement cannot be reached and the request is denied, you will also be notified by letter. If you feel it is necessary, you may request an appeal hearing by contacting the property management company. It is strongly advised that **no work be started** until approval is given as you may be subject to Architectural Review Committee action.

<b>Action</b>	<b>Reviewed / Approved By / Date</b>
ACC Receipt of Homeowner Request	
Approved	
Revised and Approved	
Not Approved	