

**Chelaque Estates Homeowners' Association**  
**Procedure for Home/Lot Improvements**

*This form is to be used if there is already an existing home  
or if you need to install Lot Access Culverts, Dock Ramps, or Rip Rap after TVA approval*

I. General

- A. When Chelaque Estates Owners wish to make improvements/changes to their home and/or lot that were not specifically covered with the original building application, these procedures are required and must be followed.
- B. Any and all lot improvements must comply with the Declaration of Covenants, Conditions and Restrictions for Chelaque Estates, and with the By-Laws of Chelaque Homeowners' Association.

II. Home/Lot Improvement Approval

- A. Owner must contact the Architectural Chair to discuss specific improvements and/or changes and complete Home/Lot Improvement form Exhibit 11a. These improvements/changes would include, but not be limited to, the following:
  - Fencing
  - Building Alteration/Exterior Walls
  - Mailboxes other than standard
  - Second driveway or walks – location and surface
  - Additional buildings; i.e. sheds, garages – location and foundation
  - Extensive landscaping or structures involving retaining walls or architectural block
  - Antennas – location and size
  - Fuel storage tanks or generators
  - Structures for care and maintenance of pets
  - Lot Access Culvert
  - Concrete dock ramps and/or Rip Rap
- B. Architectural Committee member(s) will meet/review with owner requested improvements and/or changes – on lot site if required – for compliance/non-compliance of Home/Lot Improvement request. Compliance/Non-Compliance will be made within 30 days of receipt of Home/Lot Improvement form by the Architectural Chair. If for some reason you have not been contacted, please email or call the Architectural Chair and President.
- C. Once improvements/changes are approved by the Architectural Committee, a copy of the signed form will be forwarded to the owner for file. Additional documents for signatures of owner and contractor will be included for Level 2 improvements. They may include Arc/04, Arc/05, Arc/06, Arc/07, Arc/08a/or b, and Acc/05-06. If improvements/changes are not in compliance, the Architectural Chair will convey to owner why the request was not in compliance and specify modifications that need to be made. The owner can resubmit a revised request at any time.
- D. Record of Home/Lot Improvements requests will be maintained in file by Architectural Committee (Exhibit 11b) as well as in individual lot files.

**Chelaque Estates Homeowners' Association  
Home/Lot Improvement**

*This form is for improvements to existing homes or for \*limited improvements to empty lots, noted with \*.  
New home construction requires a full building packet, and tree cutting requires the Tree Removal form.*

**Name:** \_\_\_\_\_

**Phase:** \_\_\_\_\_ **Lot #:** \_\_\_\_\_

**Improvement/Change Level 1:** *(Level 1 items will not require a deposit)*

- Antennas                       Pet Structure                       Mailbox if not standard
- Simple Walkway                       Fuel Tank if not buried                       Generator
- Pre-built Shed                       Fencing
- Other: \_\_\_\_\_

**Improvement/Change Level 2:**  
*(Level 2 items MAY REQUIRE a \$500 or \$1000 deposit pending Architectural Committee Review)*

- Landscape with Retaining wall                       Extensive Landscaping with walkways/drives
- Fencing                       Out-building                       Fuel Tank if burying
- Driveway (alteration or additional)                       \*Addition of a Lot Access Culvert
- Building Alteration/Exterior Wall/Decks
- \*Concrete Dock ramp and/or Rip Rap (Home Already Exists: Yes or No)
- Other: \_\_\_\_\_

**Description of Location and Material:**

**Signed by Owner:**

**Date:**

*Below is to only be determined and filled in by the Architectural Chair*

-----

- In Compliance**                       **Not In Compliance**

**Explanation if Not In Compliance:**

**Signed by Architectural Chair:**

**Date:**