



DESIGN GUIDELINES -- ADDENDUM 1

Modified Forms: Builder Application, Builder Affidavit, Builder Qualifications, Architect Affidavit,
Landscape Architect Affidavit

Effective Date: March 2, 2020

These forms were approved by the Sovereign Oaks HOA Board on March 2, 2020, to replace pages 32-34 of the Sovereign Oaks Design Review Guidelines 5/17/2017 Revision. These forms must be signed and notarized by the Builder, Home Architect and Landscape Architect prior to scheduling a Final Design Review. The Design Review Committee is empowered to postpone a Final Design Review pending receipt of the completed forms.

Sovereign Oaks HOA Board of Directors:

Mark Jordan, President
Rebekah Owings, Vice President
Brad Allen, Secretary
Art Mandler, Treasurer
Mike Newton, Director

Application for Approved Builder Status

Date: _____ Lot # _____

Builder Name: _____

Builder Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Website: _____

For consideration as an Approved Builder in Sovereign Oaks please submit the below items to the Sovereign Oaks Design Review Committee.

- A notarized Affidavit of Qualifications**

- A notarized Affidavit of Understanding**

- Proof of General Liability Insurance, both per occurrence and aggregate.**

- Three examples of homes completed within communities with architectural design controls / guidelines including the project address, project cost, date of completion and community.**

- A portfolio of relevant work for review by Developer and DRC**

DRC ACTION Approved _____ Disapproved _____

**** See attached comments from the DRC**



Builder/Contractor Affidavit of Understanding (1)

Instructions: To be completed by the builder and submitted as part of the Sovereign Oaks Approved Builder Application.

Contact Information

Builder Name: _____ NC Contractor License # _____

Address: _____ City: _____ State: _____ Zip: _____

I acknowledge and agree that:

- 1) I have read and understand the Sovereign Oaks Covenants, Conditions and Restrictions (CCR's), the Sovereign Oaks Design Guidelines and the Sovereign Oaks Construction Guidelines and will follow and obey the policies and procedures as described.
- 2) When building in Sovereign Oaks, I am responsible for compliance with all municipal, state and federal laws which may be applicable.
- 3) I understand that should a violation of municipal, state or federal regulation or law occur the Sovereign Oaks Design Review Committee has the right to terminate the Contractor's right to be an approved builder.
- 4) I have read and understand the Statement concerning legal action, below.

Builders and/or Contractors who bring a legal action (in compliance with Article XI, Section 8 of the Declaration of Covenants, Conditions and Restrictions for Sovereign Oaks or otherwise) against the Sovereign Oaks Homeowners' Association, Inc. will have their "approval status" temporarily revoked for any and all future projects in the Sovereign Oaks community pending the final outcome of the dispute. For purposes of this provision, "Future Projects" shall be defined as any project where the contractor and the homeowner have not yet entered into a contract for services.

Should the dispute result in favor of the Builder or Contractor, their approval status will be reinstated. Should the action result in favor of the Sovereign Oaks Homeowners' Association, Inc., the Builder's/Contractor's approval status will be permanently revoked. In the event the dispute is resolved through a negotiated settlement, the parties shall negotiate the contractor's rights in the community on a case by case basis.

Changes to approval status under this provision shall not impact any ongoing projects at the time the legal action commences (meaning projects where there is a signed contract between the contractor and the homeowner), thereby not preventing a Builder/Contractor from finishing an active project.

Builder/Contractor Affidavit of Understanding (2)

(Name - type or print clearly)

(Signature)

Notary Public Information

Sworn to (or affirmed) and subscribed before me on this the _____ day of _____ 20_____

(Official Seal)

(Signature of Notary)

_____, Notary Public
(Notary's printed or typed name)

My commission expires: _____

Builder/Contractor Affidavit of Qualifications

Instructions: To be completed by the builder and submitted as part of the Sovereign Oaks Approved Builder Application.

Contractor Information

Name: _____ NC Contractor License# _____

Address: _____ City: _____ State: _____ Zip: _____

I acknowledge and agree that:

- 1) I currently have a valid North Carolina General Contractor's License. A copy of said license is attached hereto.
- 2) My North Carolina General Contractor's License has not been revoked, suspended, debarred or under notice thereof in any jurisdiction.
- 3) I have no pending claims or resolved claims with the North Carolina General Contracting Board or any other governing body within the past five (5) years.

(Name - type or print clearly)

(Signature)

Notary Public Information:

Sworn to (or affirmed) and subscribed before me on this the _____ day of _____ 20_____

(Official Seal)

(Signature of Notary)

_____, Notary Public
(Notary's printed or typed name)

My commission expires: _____

Architect/Designer Affidavit of Understanding

Instructions: To be completed by the Architect/Designer and submitted as part of the Sovereign Oaks Approved Architect/Designer Application.

Contact Information

Architect/Designer Name: _____ Architect/Designer Firm Name: _____

Address: _____ City: _____ State: _____ Zip: _____

I acknowledge and agree that:

- 1) I have read and understand the Sovereign Oaks Covenants, Conditions and Restrictions (CCR's), the Sovereign Oaks Design Guidelines and the Sovereign Oaks Construction Guidelines.
- 2) I will work in good faith with the Sovereign Oaks Design Review Committee to follow those Covenants, Conditions, Restrictions and Guidelines, and will submit plans that are complete and compliant with the same.

(Name - type or print clearly)

(Signature)

Notary Public Information

Sworn to (or affirmed) and subscribed before me on this the _____ day of _____ 20__

(Official Seal)

(Signature of Notary)

_____, Notary Public
(Notary's printed or typed name)

My commission expires: _____

Landscape Architect/Designer Affidavit of Understanding

Instructions: To be completed by the Landscape Architect/Designer and submitted as part of the Sovereign Oaks Approved Landscape Architect/Designer Application.

Contact Information

Architect/Designer Name: _____ Architect/Designer Firm Name: _____

Address: _____ City: _____ State: _____ Zip: _____

I acknowledge and agree that:

- 1) I have read and understand the Sovereign Oaks Covenants, Conditions and Restrictions (CCR's), the Sovereign Oaks Design Guidelines and the Sovereign Oaks Construction Guidelines.
- 2) I will work in good faith with the Sovereign Oaks Design Review Committee to follow those Covenants, Conditions, Restrictions and Guidelines, and will submit plans that are complete and compliant with the same.

(Name - type or print clearly)

(Signature)

Notary Public Information

Sworn to (or affirmed) and subscribed before me on this the _____ day of _____ 20__

(Official Seal)

(Signature of Notary)

_____, Notary Public
(Notary's printed or typed name)

My commission expires: _____

