

Architectural Control Committee – Form 2



(Date)

Dear (Homeowner):

RE: Property at (street address)

Candlewyck is a great place to live, and the Candlewyck Homes Association strives to maintain the integrity and appearance of the neighborhood. Working closely with the Candlewyck Homes Association Board of Directors (BOD), the Architectural Control Committee (ACC) is responsible for the administration of Articles VI, VII, and VIII of the Declaration of Covenants, Conditions, and Restrictions, which call for maintenance of yards, houses, additions and/or modifications to houses and separate structures. ACC guidelines are detailed in the Candlewyck Homeowner’s Handbook which can be found on the ACC page of Candlewyck’s website ([www.candlewyckhomes.com](http://www.candlewyckhomes.com)).

We are concerned the referenced property at (street address) is non-compliant as follows:

<input type="checkbox"/> Yard	
<input type="checkbox"/> Fence	
<input type="checkbox"/> Outbuildings	
<input type="checkbox"/> Mailbox	
<input type="checkbox"/> Siding and Trim	
<input type="checkbox"/> Gutters	
<input type="checkbox"/> Shutters	
<input type="checkbox"/> Roof	
<input type="checkbox"/> Other	

Please resolve yard work and maintenance issues within fourteen (14) days of the date of this letter. Other repairs should be completed within thirty (30) days or a written plan and schedule of repairs should be forwarded to the ACC. If you have an issue or have special needs, please notify the ACC.

Sincerely,

Architectural Control Committee  
Candlewyck Homes Association  
7151 Candlewyck Lane  
Charlotte, NC 28226

Email: [acc.candlewyck.homes@gmail.com](mailto:acc.candlewyck.homes@gmail.com)

Architectural Control Committee – Form 3



(Date)

Dear (Homeowner):

RE: Property at (street address)

Our records indicate that on (date) a letter was sent to you regarding non-compliance at the referenced property as outlined below.

<input type="checkbox"/> Yard	
<input type="checkbox"/> Fence	
<input type="checkbox"/> Outbuildings	
<input type="checkbox"/> Mailbox	
<input type="checkbox"/> Siding and Trim	
<input type="checkbox"/> Gutters	
<input type="checkbox"/> Shutters	
<input type="checkbox"/> Roof	
<input type="checkbox"/> Other	

As of this date, these issues have not been remedied. Candlewyck’s Architectural Control Committee (ACC) requests yard work and maintenance issues be resolved within fourteen (14) days of this letter. Other repairs must be completed within thirty (30) days or a written plan and schedule of repairs should be submitted to the ACC.

The Candlewyck Board of Directors is copied on this letter regarding failure to address issues indicated above. If these items are not resolved or a plan submitted to ACC within the above time frame, the Board is authorized under Article VII of the Covenants, Conditions, and Restrictions (CC&R) for Candlewyck (view entire CC&R at Candlewyck website [www.candlewyckhomes.com](http://www.candlewyckhomes.com)) to take action including repairs and maintenance to the property, the cost of which will be billed to you, in addition to any possible fine or legal fees incurred. Failure to pay these costs could result in a lien placed on the property.

Please contact either the ACC or the Board if you have any questions.

Sincerely,

Architectural Control Committee  
Candlewyck Homes Association  
7151 Candlewyck Lane  
Charlotte, NC 28226

Email: [acc.candlewyck.homes@gmail.com](mailto:acc.candlewyck.homes@gmail.com)

cc: Candlewyck Homes Association – Board of Directors