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 E-Mail: info@hoa-mgmt.com

Mail the payment along with this form and all info to the above address.

Name of Community: _____

Owner Name: _____ Signature: _____ Date: _____

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

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

Phone: _____ Email (Required): _____

Briefly describe the improvement you propose: _____

Type of Improvement (check or circle which improvement applies to your request): **PLEASE EMAIL ALL COLOR SAMPLES**

- | | |
|---|---|
| <input type="checkbox"/> Permanent Basketball Goal | <input type="checkbox"/> Pool – Above-Ground |
| <input type="checkbox"/> Temporary Basketball Goal (Indicate stored location) | <input type="checkbox"/> Pool – In-Ground (Pool Addendum Required) |
| <input type="checkbox"/> Stain Fence (Sample Required) | <input type="checkbox"/> Spa/Hot Tub |
| <input type="checkbox"/> Fencing/ Extend Fence (Distance from front corner of Home) | <input type="checkbox"/> Gutters |
| <input type="checkbox"/> Paint Exterior (Sample Required) | <input type="checkbox"/> Room Addition (Elevation Drawings) |
| <input type="checkbox"/> Porch Railing | <input type="checkbox"/> Storage Building (Height, Width and Length and Color) |
| <input type="checkbox"/> Play Structure (Height, Width and Length and Color of Tarp) | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Front Yard Statuary/Bird Bath/Water Fountain | <input type="checkbox"/> Replace Door |
| <input type="checkbox"/> Permanent/Temporary Gazebo | <input type="checkbox"/> Screen/Storm Door |
| <input type="checkbox"/> Solar Panels-Need Performance letter if panels are placed on front of home | <input type="checkbox"/> Walkway/ Sidewalk |
| <input type="checkbox"/> Wall Art/Outside Decor | <input type="checkbox"/> Stain/Paint Driveway (Sample Required) |
| <input type="checkbox"/> Exterior/Landscape Lighting | <input type="checkbox"/> Extend Driveway |
| <input type="checkbox"/> Sprinkler System (Show location of lines and heads on site plan) | <input type="checkbox"/> Solar Screens/Window Treatments |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Patio/Patio Cover/Extend Patio–Rear of Home ONLY |
| <input type="checkbox"/> Replace Roof (Sample/Warranty Year Required) | <input type="checkbox"/> Arbor/Trellis |
| <input type="checkbox"/> Other: _____ **CARPORTS ARE NOT ALLOWED** | |



Plan Submittal Requirements		
Please thoroughly review your applications to ensure that all required information is included. Incomplete applications will not be reviewed.		
	Site plan (Survey): issued in closing papers showing the building setback lines and easements	Must show exact location of the improvement on the site plan with the distance to each property line.
	Materials: List all materials used in the project (ex: type of wood, brick, cement, iron, flagstone, stucco, etc.)	List materials here:
	Color Samples: Provide brand/name and color samples for the paint color or stain colors to be used Check website for Associations that have pre-approved stain color lists Roofing – provide samples of material, color/brand/length of warranty (year)	List colors here & provide samples with request:
	Photos/Elevation Drawings/Brochures: Elevation drawings needed for building plans and home additions	Include a photo, drawing or brochure showing what the improvement will look like
	Dimensions: Needed for all improvements such as outbuildings, play structures, decks, arbors, patio/patio covers, pools, etc. For fence extensions – indicate how many feet from the front corner of the home the new fence line will be	Length _____ Width _____ Height _____
	Other Information Needed: Processing Fee – Please make payment payable to Your Association Name. (not HOA Management Services) \$250 Processing for New Home Construction \$25 Processing Fee for Improvements Exterior Lighting – Indicate wattage - Landscape Plans – Include type of sod, irrigation Pool Equipment – Indicate location on site plan and screening (if any) Fence Requests – Show location of gates on the site plan Solar Panels – Provide an Aerial View (with driveway and back yard) of roof showing where the panels will be located and complete specifications for the panels. - Need Performance letter if panels are located on front of home.	Check MUST be mailed to the above address before this will be submitted to the ACC. Please provide any other information that will help the Committee in their review

ARCHITECTURAL REVIEW PROCESS AND PROCEDURES

OBJECTIVES

The overall objective of this document is to serve as a uniform guide to submitting an application for construction in a specific and carefully designed community. This process outlines the standards for which an application will be held to and considered for approval by the Architectural Review Board or Designated Reviewer. The purpose of design controls is to assure the developer, builders, homeowners and residents that the standards of design quality will be maintained. This, in turn, protects property values and enhances the community's overall environment. The authority for maintaining the quality of design in a community is found in the Declaration of Covenants, Conditions and Restrictions and Association By-laws, which are a part of the deed to every property.

FORMAT FOR ARCHITECTURAL REVIEW BOARD APPROVAL SUBMISSIONS

Incomplete applications will not be reviewed.

1. Master plans for each section of the community must be submitted for review and approval.
2. Plot Plan and masonry selections must be submitted for review. Once written approval has been obtained construction may begin.



Pool Submittal Addendum

THIS FORM IS ONLY REQUIRED FOR POOL REQUEST

This checklist is being submitted as an addendum to the review form.

Owner Name: _____	Date submitted: _____
Property Address: _____	Community Name: _____
Phone (h): _____ (w) _____	e-mail: _____
Contractor Name: _____	e-mail: _____

The submittal of plans and specifications must be submitted by the Owner and/or Builder to the Architectural Committee for review and approval.

The following documents must be submitted. Please initial that each item has been included in your submittal.

_____ Completed submittal application & Process form.

_____ Required fees and deposits (if applicable) (please provide separate checks).

The items below must be clearly shown on your plans. Please initial that each item is shown on your plans.

_____ Show location of pool equipment and screening wall (if applicable), specify material to be used for screening wall.

_____ Provide color rendering of pool design and decking. Specify materials to be used.

_____ If pool is above grade please show rear and side elevation with height above ground with type of veneer and color to be used.

_____ Provide structural cross section of pool.

_____ Show where backflow will drain, not to affect neighboring properties.

_____ Total Impervious cover calculation with the addition. (if applicable)

_____ Show location of ingress/egress. **Note: Must be located on owner's property only.**

Signature: _____ Date: _____

Submittals can be emailed to: info@hoa-mgmt.com