

Oakridge Village 2 HOA Architectural Review Committee (ARC) Request Form

Name:

Address:

Email:

Date:

Phone:

Important Information:

- Modifications, changes, or improvements to the exterior of your property may not commence without prior written approval of the Oakridge Village 2 HOA (Home Owners Association) ARC (Architectural Review Committee).
- Unauthorized improvements are subject to removal at the expense of the homeowner.
- Although every effort will be made for a prompt decision, please allow up to thirty (30) days after submission of all documentation to the ARC in writing for notice of approval or denial of requested change/addition.
- Please submit only one(1) project request per ARC form.
- If additional information is needed or not submitted with the request the thirty (30) day approval time frame will suspend and then resume upon receipt of the requested information.
- The ARC must be informed of all materials used in improvements in sufficient detail for a proper review. The ARC may request additional information during the review process.
- Please communicate with your adjacent neighbors about your project plans and gain an understanding of how they may be impacted by the project and any reservations they may have before submitting this request for formal HOA approval. Your signature on this form confirms that you have communicated with them.
- Please submit this signed form and supporting documentation to arch.oakridge2hoa@gmail.com. Visit the Oakridge Village 2 HOA website for more information.

Project Category	Please provide the following information
___ Painting	Please reference and follow our "Oakridge Village 2 HOA Exterior Paint Color Policy".
___ Fencing	Please reference and follow our "Oakridge Village 2 HOA Fence Policy".
___ Roofing	Please reference and follow our "Oakridge Village 2 HOA Roof Policy".
___ Garage Door	Sufficient detail to describe the replacement garage door including the manufacturer, style and material. Include a photo or drawing of the new garage door. Note: If your home has two garage doors, they must match <u>exactly</u> both in style and color.
___ Deck	Sufficient detail to describe construction including all dimensions (drawings /photos)
___ Patio Cover	Sufficient detail to describe construction including all dimensions (drawings /photos)
___ Room Addition	Description (and sample, if not standard concrete) of materials to be used. Note: Maintain proper drainage. Obtain pertinent city building permits.
___ Landscaping	Sufficient detail to describe the landscaping (drawing/photos)
___ Windows	Sufficient detail to describe the replacement window(s) including the manufacturer, material type (wood, vinyl, fiberglass, aluminum, etc), color, and style (casement, double-hung, sliding, etc.)
___ Doors	Sufficient detail to describe the replacement door(s) including the manufacturer, material type (wood, steel, fiberglass, etc), color, and style
___ Other	Please describe:

Describe improvements (attach additional documentation as needed):

Planned Completion Date:

Oakridge Village 2 HOA

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Homeowner Agreement

1. I have read the Oakridge Village 2 Home Owners Association Declaration of Covenants, Conditions and Restrictions (including any approved and published amendments) as it relates to my modification request and will ensure that this exterior modification is fully compliant with these and any other relevant HOA policy or standards.
2. I agree that compliance with the HOA Declaration of Covenants, Conditions and Restrictions and approval of this modification request does not constitute compliance with any City, County, and/or any other applicable government agency regarding required permits before starting any work on my property involving new construction, modifications, alterations, or additions.
3. I understand that approval of any architectural change by the ARC in no way represents a certification that the structure has been built in accordance with any governmental rule or regulation or that the structure complies with sound building practices or design.
4. I agree that work will not be started until written approval of this modification request has been received by me, and that if changes are made without approval, I will be required to return the property to its former condition at my own expense if the request is denied.
5. I understand that the approval granted to make the proposed changes will be revoked automatically if the changes requested have not commenced within one year of the approval date or sooner if specified in the approval of the modification request.
6. I agree that during the approved work or construction, all vehicles in any way connected with such work or construction shall enter the property only by the driveway as approved in the plans submitted to the ARC.
7. I understand that modifications should be planned and constructed to minimize the impact on the views of neighboring homes, and to prevent changes to the existing water runoff.
8. I agree to repair/restore any common area property that I or my agent/contractor may damage during the completion of this modification/project for which I am applying.
9. I agree that I or my agent/contractor will properly dispose of, off-site, any construction debris generated by this modification/project, including any construction debris not picked up by the trash hauler.
10. I understand that in order to place a temporary waste disposal dumpster in front of my home in the street or blocking a sidewalk, I or my agent/contractor must first obtain a right-of-way encroachment permit from the City. I will attempt to limit my requested encroachment to **10 days** maximum.
11. I understand that once the project has commenced, it must be completed in a timely fashion.
12. I hereby grant permission for members of the Oakridge Village 2 Board of Directors and ARC to enter the property and make reasonable observations and inspections of the modification request and completed project.
13. **I have communicated with my adjacent neighbors and informed them of my project plans. I have considered how they may be impacted by the modifications and any reservations that they expressed.**

By submitting this request to the ARC, I acknowledge that I have read, fully understand and agree to comply with the above.

Homeowner Signature:	Homeowner Signature:
Date:	Date:

Note: Approval valid for 90 days from date of approval. (Project must commence within 90 days of approval).

For ARC only

Approved by Name:	Approved by Signature:	Approval Date:
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