

**Ironwood at Diamond Oaks Homeowners Association**

**Architectural Committee Approval Request**

**Architectural & Landscape Improvement Process**

Thank you for contacting the Architectural Committee regarding your request for approval of proposed improvements to your home.

The Architectural Committee is committed to providing fair and reasonable support to the Association members requests, in compliance with the Association CC&R's Article V., (a copy of which can be found on the Ironwood HOA website). Please complete the attached Improvement Request Form and submit it to the Architectural Committee prior to any improvements being made.

Thank you for your commitment to keep Ironwood at Diamond Oaks a great place to live!

Sincerely,

Your Architectural Committee

Attachment: Improvement Request Form

# Improvement Request Form (“Request”)

**Date of Request:** \_\_\_\_\_

**Homeowner:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

## Nature of Application:

- Accessory building (shed, storage unit, play equipment, etc.)
- Repaint residence
- Satellite Dish / antennae
- Landscape / Hardcape / Irrigation
- Replace roof
- Lighting (home and landscape)
- Installation of solar panels
- Other (describe): \_\_\_\_\_

## Description of Improvements / Submittals / General Conditions of Approval

1. Provide a written letter describing the proposed improvements.
2. Provide supporting documentation such as detailed full-size landscape plans, 8.5” x 11” paint brush outs, material samples, manufacturer product cut-sheets, and/or brochures.
3. Submit a signed Improvement Request application.
4. If painting your home, submit two copies of each color sample (each color sample must be painted on an 8.5” x 11” size paper, this is called a “brush out” as available from paint suppliers).
5. Comply with all applicable Association governing documents.
6. Obtain all necessary governmental approvals and permits.
7. All adjoining properties shall be kept clean and are not to be disturbed.
8. No construction materials or debris of any type shall be stored or dumped on Ironwood Circle or any other common area within the neighborhood.
9. Applicant / Owner is responsible for all damage caused by their contractor to the Association’s common area or to any adjacent lot while in the process of installation / construction.
10. The Applicant / Owner is responsible for the activities of their contractors.
11. Indicate the following if painting your home (submit each color on an 8.5” x 11” brush out).
  - a. Exterior color: \_\_\_\_\_
  - b. Garage door color: \_\_\_\_\_
  - c. Trim color: \_\_\_\_\_
  - d. Accent color: \_\_\_\_\_
  - e. Front door color: \_\_\_\_\_
12. You may drop off the Request and relevant plans, samples, etc. to any member of the Architectural Committee.

## How the Process Works

The Architectural Committee will respond to your Request promptly and may require additional information. Understand that we may need to contact you with questions regarding your project or from time to time require the assistance of other qualified professionals. We want to assist you in submitting a complete application to be reviewed.

The Architectural Committee has (30) thirty days from the date of your complete application (as determined by the Architectural Committee), to approve or disapprove. The Architectural Committee will notify you electronically of your Request's approval or denial.

Once approved, the CC&R's mandate you commence work within (6) six months or "the approval shall cease and be of no force and effect". See Article V Section 5.07.

The undersigned Applicant(s) requests approval of the improvements described with this Request based upon the plans and submittals and agrees to comply with the terms and conditions stated with the Request.

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Applicant's Signature

Date