

Griffin Oaks Maintenance Association (GOMA)
Home Modification Submission

Subject Property:		*Check Planned Work	Date Submitted:	
Owner's Name:		Fencing/Railings		
Owner's Phone:		Home Additions	*Approximate Construction Time	
Owner's Email:		Landscaping	Proposed Start Date:	
Mailing Address:		Painting	Completed by Date:	
		Pool/Spa	Duration of Work:	
		Satellite Dish	DCR Internal Use Only	
Renter's Name:		Security Screen/Door	Approval Date:	
Renter's Phone:		Shed/Shop Addition	Denial Date:	
Renter's Email:		Other: _____	Reason Given:	

*Please read and follow the guidelines below for submitting significant modifications to your property.

1. Review the published CC&R's to ensure your project is in compliance. They can be found at **www.griffinoaks.org**.
2. Gather all plans and specifications for review and approval by the Design Review Committee (DRC), **PRIOR** to authorizing or performing any proposed work. Requested information must be complete in order to process.
Failure to secure required DRC approvals may result in sanctions.
3. Describe proposed work (use additional page if more space is needed) and all proposed modifications or additions; attach sketches, photographs, contractor proposals, site plan, paint chips, and materials to be used to convey a good understanding of the planned work. Be specific with respect to exterior paint colors & placement.
4. Wait for review and notification from the DRC. Generally, this process takes 7-10 calendar days. Please note that extensive projects require additional time for consideration. Also note that the approval given by the DRC is valid for a period of 12 months from any written DRC response. The DRC, at it's sole discretion, shall determine if the work performed varies greatly enough to warrant further review and consideration.

5. Sign and date the statement below:

I/we hereby acknowledge that I/we have read and agree to comply with the published CC&R's and Administrative Guidelines that pertain to the home modification(s) proposed for the Subject Property. I/we also agree that it is my/our responsibility to determine the applicable City of Central Point Municipal Codes and secure any and all required governmental permits prior to commencing with this project.	
Owner(s) Signature: _____ / _____	Date: _____

6: Email this form and any additional information to: board@griffinoaks.org.

7. Check on your submission any time by emailing the Board: board@griffinoaks.org or by contacting any of the DRC members directly.