Seven Oaks, Section IV Homeowners Association, Inc.

dba The Estates at Carriage Crossing

Architectural Review Request Form

The Declaration of Covenants, Conditions and Restrictions (the “CC&Rs”) for Seven Oaks, Section IV HOA specifies that new construction and all improvements as defined in the CC&Rs must be approved in writing by the Architectural Committee. To assist in your compliance with this requirement, please complete the following form and submit it with your plans and design specifications, as defined in the CC&Rs.

**Printed NAME(S):**

**STREET ADDRESS of Improvements:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PHONE NUMBER (S):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-MAIL ADDRESS (S)\*:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUEST For** (circle all that apply)**:**

**NEW CONSTRUCTION** or

**IMPROVEMENT:**

|  |  |  |
| --- | --- | --- |
| BASKETBALL GOAL | PLAY STRUCTURES | FENCE |
| SWIMMING POOL | TENNIS/SPORT COURT | DECK/PATIO |
|  |  |  |

EXTERNAL HOME REMODELING LANDSCAPING

OTHER (SPECIFY)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SPECIAL CONSIDERATIONS OR VARIANCES (continue onto additional pages, if necessary):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Submit your request to:

BoD@theestatesofcarriagecrossing.com

\*NOTE – Inclusion of an e-mail address authorizes the Architectural Committee to use electronic mail for official responses on this request.

**PROPERTY OWNER SIGNATURE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_

Requirements for new construction.

There is a $1,000 fee for the Architectural Review which is non-refundable.

Before any construction begins there is a $3,500 Construction Deposit due which is refundable when construction is complete. Any damage to HOA property or expenses incurred by the HOA due to the construction will be deducted from the refund after the project is completed.

Payments should be made based on the instructions provided by the HOA’s management consultant, Harris Management.

Details provided to the committee should include but not be limited to the following:

* Site survey indicating property lines, easements, fences and where all structures, driveway, etc. will be located.
* Blueprints of all structures
* Architectural drawings of all exterior sides
* Exterior materials used and color
* Roof material and color
* Location of other elements to the design, including pool, sport courts, cabanas, wells, septic systems, propane tanks, etc.
* Any information pertinent to the construction of the home that you would like the committee to know.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requirements for other structures/ improvements (not new home construction):

There is a $0 to $500 fee for an Architectural Review which is not refundable and agreed up-front based on the complexity of the project.

Details provided to the committee should include but not be limited to the following:

* Site survey indicating property lines, easements, fences and where current structures and where proposed structure is to be placed.
* If structure will be visible to the street or other neighbors and out of character of the community, please provide a description of mitigation efforts to be made.