



SECTION 1. GENERAL INFORMATION

I, the property owner, understand that in addition to a need for approval by the Board of Directors, the City of Edmond may require permits and inspections of some improvements and changes to my home and/or property. Additionally, I certify that the changes I am proposing comply with the zoning codes and regulatory ordinances. Furthermore, I understand that it is my responsibility to determine if my proposed improvement requires a permit or inspection and to obtain them as needed. Approvals will only be granted to HOA members in good standing with the HOA. Members who have delinquencies or are currently out of compliance with the CC&Rs may be required to remedy these issues prior to this change approval request being taken into consideration by the BOD.

Property Owner's Name:

Property Owner's Address:

Email Address:

Home Phone:

Work Phone:

Enter a very brief description of your proposed improvement here, i.e. tree removal, exterior painting, etc.:

Estimated Start Date:

Estimated Completion Date:

SECTION 2. DETAILS OF THE IMPROVEMENT

1. For the proposed improvement, change, or addition, complete the following questions, if applicable
 - a. Color:
 - b. Height:
 - c. Type of Materials:
2. Provide a narrative of the proposed home and/or landscape improvement, change, or addition:

3. Will access to any HOA common area be required? yes no
 - a. If so, this may require separate approval
4. On a separate sheet of paper, provide (if applicable)
 - a. Scaled color elevation drawings of the change showing all exterior views thereof, including all dimensions (e.g. fence and pole heights) and a picture of the type of materials, if applicable.
 - b. Detailed list of all exterior materials to be used and their location
 - c. A scaled plot plan showing the location of the exterior changes in relation to the applicant's residence, structures, all easements and those of the adjoining lot and the lot nearest the applicant's lot which does not adjoin his lot.



- i. Special Note: It is highly recommended that the HOA member verify his/her survey pin lot boundary locators prior to initiating construction/placement of any structure on the lot. The HOA is in no way liable for encroachments of the requested approval structure on any easements, other lots, common areas, etc.
- d. Detailed scale floor-plan of the proposed change
- 5. Contractor information (if applicable)
 - a. Name of contractor:
 - b. Cell phone number of contractor:
 - c. License # of contractor:

SECTION 3. NEIGHBOR DISCLOSURE/DISCOVERY PROCESS

Obtain signatures from all relevant lot owners who could reasonably view the improvement from their property. This includes all neighbors with shared property lines to your lot and potentially, property owners on the other side of a common area or that face your lot from across the street.

*Requests submitted without the acknowledgment of all relevant neighbors will generally be denied by the BOD.

I acknowledge that the requesting property owner has shown me the details of the proposed improvement, items 1 through 4 above, and that my **signature on this form is only an indication that I am aware of and have reviewed the request.** I also understand that should I have any concerns with the proposed change that I can call or contact the HOA to voice my concerns within 72 hrs. of receiving this notice. By signing below I also attest that I am the HOA member of record for the address listed.

NAME	SIGNATURE (S)	ADDRESS

SECTION 4. THE APPROVAL PROCESS

The BOD has a minimum of 30 days from the receipt of your completed approval request form to notify you, in writing, of the status of this request. Please schedule any contractors accordingly.

I acknowledge that should it be found at any point that there are any errors, omissions, or unapproved changes to the above submitted plan that the BOD reserves the right to revoke said approval. In the event that approval is revoked, I agree to indemnify the HOA of any expenses that I may have incurred pertaining to the proposed change.

I understand that this approval for change is for the purpose of aesthetic compliance to the CC&Rs and in no way implies that the proposed change is designed, located, or built in a structurally sound or compliant manner or material. Furthermore, any reference to “architectural” approval in no way implies anything about the structural



integrity of the change and that a post construction inspection if required, will be for the sole purpose of evaluating the final aesthetic properties of the change and its subsequent compliance to the CC&Rs.

I understand that if approval of this improvement is given, that I will indemnify the Association and hold it harmless from any damages or costs of a lawsuit that are filed due to the installation, construction, or presence of the described improvement.

I understand that I am responsible to maintain the change/improvement.

I understand that it is my responsibility to retain a copy of this approval (if granted) with the permanent records of the above stated property and to render a copy of said document in the event that a request by the HOA is made or the property is transferred to a new owner.

Section 5. Pool Construction

I understand that the following guidelines regarding the construction of a pool on my property must be adhered to in accordance with the CC&Rs:

- No backwash into street/drainage or ponds is allowed. The BOD recommends incorporating a backwash drain to sewer in the design of pool system.
- I must identify the location of pool filtering/heating utility equipment on lot and proximity to neighboring lot and building easement in submitted pool blueprint; consideration should be given for the noise that is created by this equipment to neighboring lots.
- Any pool lighting should be down-facing and directed away from common area or neighboring lots/windows and should not constitute a nuisance to neighboring lots.
- No construction material/debris shall be placed/staged in the street or allowed to wash into the street or onto neighboring lots during the construction process.
- All equipment used in the construction of the pool should be hauled off site and cleaned off site, absolutely no concrete (or other material) washout in the streets/drainage of IHR.

Property Owner's Signature:

Date:

------(BOD use only)-----

BOD disposition: (Approved/ Approved with modifications/ Disapproved/ Other)

Comments:

BOD Member signature of approval:

Date:

Post inspection required? yes no

Post inspection signature (if applicable):

Date: