

College Manor Homeowners Association
Request for Approval of architectural changes

Important Notice

Approval of this application by the College Manor Community Association board shall in no way eliminate a homeowner's responsibility to acquire all necessary State, County or local licenses, permits etc. and conform to all existing State, County and local laws and regulations.

Approval of this application will be based upon the project's conformity to the College Manor Community Covenants. It is illegal for the board to approve any non-conforming structure(s). Generally applicable paragraphs of the covenants are included herein at the end for your convenience. However, if you do not have a complete set of the covenants, contact the board and we will supply.

Please print all information below neatly.

Homeowner Name(s): _____

Address: _____

Phone Number: _____ Email address: _____

May we email you your approval letter? ____yes ____no

Architectural changes you wish to make to your property:

_____new fence/replace fence

_____new deck/replace deck

_____siding

_____addition

_____shed

_____windows/garage door

_____other _____

Please describe color (siding, driveway), height (fence), materials for project (i.e., wood fence, blue siding, white/grey stone.)

Approximate date work is to begin: _____ Targeted Completion Date: _____

The purpose of this procedure is to ensure that all community members abide by the College Manor HOA Covenants regarding changes made to properties. By doing so, we are always sure that our properties will be kept within the guidelines agreed to a settlement by all homeowners.

When Do I Apply?

At least 30 days prior to construction or changes that are to be made. This will give the board time to act on your application, as required by the Covenants. It is owner's responsibility to obtain any and all building permits, and follow all applicable zoning and building codes.

For What Structures Do I Have To Apply?

Kinds of projects that need approval are Additions, Pools, Storage sheds, patios, decks, fences, walls, walks, or any other permanent structure. Also includes exterior house painting (or new vinyl siding), roofs (if the type of material or color changes)

Additions: Must be constructed in a manner similar to the dwelling. Color, siding, roofing, and design must be in harmony with the surroundings.

Pools: Will be allowed subject to zoning and safety regulations. A 6-foot-high privacy fence must enclose all in-ground pool areas. The prime importance is to provide safety to the children and a degree of privacy to the surrounding lot owners. Fence requirements for above ground pools will be handles on a case-by-case basis depending on access and safety.

Please attach plans of your architectural property change to this form. Include the following details when appropriate: (1) description of changes; (2) dimensions; (3) materials to be used; (4) color; (5) location on your property in relation to your house and the property line and (6) any other information you feel may be relevant or important to the requested change. It may also be beneficial to include a sketch along with your application.

After completing the projects description, secure the signatures of all adjacent homeowners, as indicated by the filled in addresses. Any disapproving neighbor shall indicate the reason for disapproval. You should make note next to the appropriate address of any neighbor who refuses to sign. In all cases, the College Manor Community Association board will have final approval or disapproval.

Adjacent neighbor(s) Signoff

Please Print

1) Name(s) _____ Address _____

Signature _____ 1) Approval ☐ Disapproval ☐

2) Name(s) _____ Address _____

Signature _____ 2)Approval ☐ Disapproval ☐

3) Name(s) _____ Address _____

Signature _____ 3)Approval ☐ Disapproval ☐

4) Name(s) _____ Address _____

Signature _____ 4) Approval ☐ Disapproval ☐

Reason for Disapproval

- 1) _____
- 2) _____
- 3) _____
- 4) _____

All requests for architectural changes must be in compliance with the College Manor HOA Covenants. If you have any questions, please email board@collegemanorarnold.com.

**DECLARATION OF COVENANTS, CONDITIONS, RESTRICTIONS AND EASEMENTS
COVERING SECTION 1 OF COLLEGE MANOR**

From Page 2-3 of restrictions

No building, fence, hedge, privacy enclosure wall, retaining wall, driveway, sign, swimming pool, tank, hot tub, greenhouse, free standing mailbox, gazebo, or structure of any kind (collectively called "Structures") shall be commenced, erected or maintained on the Property, nor shall any addition to (including awnings) or change or alteration therein (including alterations in exterior color or design) be made, until the plans and specifications, in duplicate, showing the nature, kind, shape, height, materials, color, locations and approximate cost of the Structure, addition or alteration shall have been submitted to and approved in writing by the Company. The Company shall consider applications for approval of plans, specifications, etc., upon the basis of conformity with this Declaration and shall be guided by the extent to which the proposed Structure, addition or alteration will insure conformity and harmony in exterior design and appearance, based upon, among other things, the following factors: the quality of workmanship; nature and durability of materials; harmony of external design with existing Structures; choice of colors; changes in topography, grade elevations and/or drainage; factors of public health and safety; the effect the proposed Structure, addition or alteration on the use, enjoyment and value of other neighboring properties; and the suitability of the proposed Structure, addition or alteration taking into account the general aesthetic values of the surrounding area.

No Structure shall be erected, placed, altered or permitted to remain on any Lot nearer to any street than the minimum building setback line for the Lot as shown on the Plat therefore. Where two adjacent dwelling houses are located on Lots fronting on a street and are set back

different distances from the street, no fence or wall between them (other than necessary retaining walls) shall be closer to the street than the front corner of the house most distant from the street. Property perimeter fences were approved by the Company shall not exceed 42" in height and shall not impede surface drainage. Privacy enclosures of open patios, swimming pools or garden courts where approved by the Company may exceed 42" in height if allowed by the Company. In no case shall chain link fences be erected on any Lot or other portion of the Property except around swimming pools, tennis courts, and similar recreational facilities located on the Recreation Area or the Flood Plan Areas shown on the Plat.