

Proper steps for requesting approval for a Home Improvement Projects:

Painting

- We try keep from having two houses next to each other painted a similar color. Please keep this in mind when choosing your paint colors.
- Please include paint samples of color choices.
- Be sure to include: House Color, Trim Color (if different), Shutters (if applicable) and Doors (if being painted).
- If the paint samples are not labeled, please include the paint manufactures name along with the color name and/or number.
- Include the name of the contractor performing the work (if other than yourself) along with contact phone number.
- State the approximate timeframe for the completion of the project. It is recommended that you get this in writing from the contractor.

Room Additions

- Provide detailed drawings of the floor plan, including side and rear elevation views. (Most building contractors will provide extra copies for the Associations files.)
- Include a Plat map of lot indicating the location of the improvement on house.
- All utilities **MUST** be marked prior to the start of any construction.
- The homeowner is responsible for ensuring that all permits, surveys, engineering plans, etc. have been obtained before any construction can begin.
- Include the name of the contractor performing the work (if other than yourself) along with contact phone number.
- State the approximate timeframe for the completion of the project. It is recommended that you get this in writing from the contractor.

Patio / Deck

- Provide detailed drawings of the floor plan, including side and rear elevation views. (Most building contractors will provide extra copies for the Associations files.)
- Include a Plat map of lot indicating the location of the improvement on house.
- All utilities **MUST** be marked prior to the start of any construction.
- The homeowner is responsible for ensuring that all permits, surveys, engineering plans, etc. have been obtained before any construction can begin.
- Include the name of the contractor performing the work (if other than yourself) along with contact phone number.
- State the approximate timeframe for the completion of the project. It is recommended that you get this in writing from the contractor.

Proper steps for requesting approval for a Home Improvement Projects:

Fence

- A survey of the homeowners property is required before any fence will be approved.
- Fences must be erected within the boundaries of the homeowners property and cannot extend into any identified easement.
- All utilities **MUST** be marked prior to the start of any construction.
- Wood fences are preferred. However, any fence (height, style, material, color, etc.) must be approved by the Committee. Chain Link Fences are **NOT ALLOWED**.
- Requests should include a picture or drawing (to scale) of proposed fence style.
- Requests must also include a plat map of the lot indicating the location of the house and proposed fence location clearly outlined.
- Include the name of the contractor performing the work (if other than yourself) along with contact phone number.
- State the approximate timeframe for the completion of the project. It is recommended that you get this in writing from the contractor.

Doors / Windows

- Remember **ONLY** Wood or Vinyl windows are permitted.
- Requests should include the following:
 - Picture or drawing (to scale) of the proposed window / Door style.
 - Trim / Door Color paint sample (include name of the paint manufacturer, paint color name and/or number)
 - Floor plan of house indicating the locations of new doors / windows.
 - Include the name of the contractor performing the work (if other than yourself) along with contact phone number.
 - State the approximate timeframe for the completion of the project. It is recommended that you get this in writing from the contractor

Pool

- Pools **MUST** be in ground!
- Since this is the most drastic outdoor improvement to any home, each property needs to be assessed on a case-by-case basis. Please contact the Committee for details. We work directly with the Homeowner and Contractor to come up with plans that will enhance the property and fit appropriately with the surrounding properties and/or common areas.

Proper steps for requesting approval for a Home Improvement Projects:

Roofing / Shingles

- Roofing must be of asphalt tab shingles of a similar style and color as currently on structure.
- Any change to color and/or style must be approved by the Committee, prior to the commencement of project.
- Include the name of the contractor performing the work (if other than yourself) along with contact phone number.
- State the approximate timeframe for the completion of the project. It is recommended that you get this in writing from the contractor.

Drive / Sidewalk

- Must be concrete.
- All utilities **MUST** be marked prior to the start of any construction.
- Expansion of driveway is not permitted.
- Change to location or shape of entrance sidewalk must be approved by the Committee.
- Include the name of the contractor performing the work (if other than yourself) along with contact phone number.
- State the approximate timeframe for the completion of the project. It is recommended that you get this in writing from the contractor.

Replacement Siding

- Must be wood or wood/cement composite.
- See Painting requirements above.
- Include the name of the contractor performing the work (if other than yourself) along with contact phone number.
- State the approximate timeframe for the completion of the project. It is recommended that you get this in writing from the contractor.

*(Please note that this list only covers the most common home improvements. However, almost any improvement that affects the appearance of your property **MUST** be approved. If in doubt, please contact a Board Member)*