



**HOME OWNERS ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE
REVIEW SUBMITTAL CHECKLIST**

Pursuant to the provisions of Article VII and Article VIII of the Cascade Estates Sections 1, 2, 3, 4, 5, 6, and 7 covenants, an Architectural Control Committee (also referred to in the covenants as the ACC) has been established and is active in our community. This committee is comprised of the Board of Directors of the Cascade Estates Homeowners Association and will be maintained (as provided by the covenants) by the current and successive Board of Directors.

According to the covenants, exterior changes to your property must be approved by the ACC. It is important to understand that the requirement for committee approval is not just limited to major alterations such as constructing an addition. Exterior changes such as those outlined below must also be approved by the ACC. Such changes include (but are not limited to): Room additions, fences, decks, patios, storage buildings, solar equipment, antennas, swimming pools, hot tubs, exterior lighting, exterior paint colors, trampolines, playhouses, swingsets, play equipment, arbors, patio covers, trellis, fountains, fish ponds, water features, etc. IN GENERAL: The proposed alterations must be compatible with the characteristics of adjoining houses. Compatible is defined as similar in color, architecture-style, material, and quality of workmanship. The effect of your plans on the property values of neighboring properties is an important consideration. Any plans that make your home strikingly different from other Cascade Estates homes are not acceptable; uniformity is a value which the ACC views as a means of protecting all of our property values. The ACC also recognizes that personal concerns are also important to homeowners. Efforts will be made to arrive at compromises that protect community values while also providing for the needs and desires of individual homeowners and their neighbors. In addition to approving exterior change, the ACC monitors routine maintenance of CASCAD ESTATES properties. This includes, but is not limited to, items such as lawn and landscape care, trash removal, and structural repairs. Proper maintenance increases the visual character and property values of our community.

Homeowners should feel free to contact the ACC whenever they have questions about possible residential improvements. Homeowners should also feel free to contact the Architectural Control Committee if they disapprove of unapproved changes that neighbors have already made. Such contacts will be kept confidential.

When a proposed alteration has possible impact on adjacent properties, it is suggested that you discuss the alteration with those adjacent neighbors. The committee may occasionally require additional information and reserves the right to delay your request past 30 days from initial notification until all additional information has been submitted. Please allow 30 days for approval or denial of your plans. Each application is reviewed on an individual basis.

The ACC may monitor the progress of work being done by an applicant to ensure that it is being performed in accordance with the request and approval. If improvements are done without obtaining approval or were not done with substantial compliance with approved plans, the ACC will notify the owner in writing of failure to comply. It will also request that the owner take such action as may be necessary to remedy the noncompliance.



AN INCOMPLETE SUBMITTAL PACKAGE WILL DELAY THE REVIEW PROCESS

The following list is provided to assist a property owner in preparing the submittal package.

1. PROPERTY IMPROVEMENT/ALTERATION APPLICATION REQUEST
The form must be completed in its entirety and attached to each set of plans.
2. PLANS
Plans must include front, side and rear elevation drawings and to-scale cross sections if applicable, with improvement shown in relation to the home and other existing structures; all setbacks shown and a to-scale site plan depicting the improvement on the lot and in conjunction with property lines, the residence, and any other existing pertinent improvements; accurate dimensions of all aspects (height, length, width) must be shown; a plot plan of your sub-division showing the location of your lot (lot block and number) is also required. Please also include a picture of your home when submitting for a pool, patio cover, balcony etc. It is recommended that you sketch in the improvement on the county plot plan. You can download your house plot plan from the Cleveland County Property Assessor web page:
<http://www.clevelandcountyassessor.us/>
- 3) LANDSCAPE PLANS
Landscape plans must be drawn to accurately depict the lot, residence, property lines, existing walls and fences. Landscape materials, such as sod, tree and shrub types and sizes must be specified, as well as their location. Samples of decorative rock or the size and color of the rock must be included. Please review Section 6.3 and 10.0 of the "Design Guidelines" for Cascade Estates for recommended plant material and installation.
- 4) MATERIAL SAMPLES
Color paint chips, type of rock to be used, pictures of gazebos, pools, patio covers and spas (with dimensions) should accompany the detailed drawings.
ACCESS AREA MUST BE SHOWN ON PLANS

RETURN TO: **Cascade Estates HOA**
c/o Neighborhood Services Corp.
1322 Fretz Dr.
Edmond, OK 73003
email: kimm@neighborhoodsplus.com



CASCADE ESTATES HOA
PROPERTY IMPROVEMENT/ALTERATION APPLICATION REQUEST

**NOTE: AN INCOMPLETE APPLICATION WILL DELAY THE REVIEW PROCESS
PLEASE PRINT**

NAME: _____ DATE: _____

ADDRESS: _____ Cascade Estates Section # (circle) 1 2 3 4 5 6 7

CITY/STATE/ZIP Norman, OK 73072 PHONE: (H) _____ (W) _____

PROPOSED START DATE _____ COMPLETION DATE _____

SUBDIVISION NAME: Cascade Estates

ALL APPLICATIONS MUST BE SUBMITTED WITH A TO-SCALE PLAN

TYPE OF ARCHITECTURAL AND/OR LANDSCAPING IMPROVEMENT

REMODELING/ADDITIONS

- Outside Walks/Stairs
- Garage Doors/Exterior Doors
- Driveway/Extensions/Walkways
- Sunrooms/Patio Covers
- Swimming Pool
- Decks/Patios
- Fences/Fence Additions/Retaining Walls
- Landscaping Front and/or Back Yard
- Satellite Dishes
- Roofing Replacement
- Other (describe below or on back)

PAINTING:

- Paint house new color
- Paint trim new color
- Painting Walls

MATERIALS TO BE USED:

- Wood
- Stucco
- Brick Stone
- Concrete
- Other _____

Is material same color and type as on home?

YES NO

Additional Comments: _____

***If mailing application attach new paint color samples for stucco, trim, fascia and/or walls.
(No approval is required to repaint house or trim the same color as original.)***

For Association Use Only

APPROVED DENIED CONDITIONALLY APPROVED

COMMENTS: _____

BY: _____ DATE: _____



OPTIONAL

To expedite the processing of your application, please show and explain your plans to all those neighbors who may be affected and ask them to sign in the appropriate place on the Neighbor Impact Statement. The Architectural Review Committee (ACC) may contact them directly if the scope of the project warrants such action.

CASCADE ESTATES COMMUNITY ASSOCIATION NEIGHBOR AWARENESS STATEMENT

On (date) _____, the attached plans for _____ were made available to all neighbors as required and noted below for their review. They have been notified that I am submitting these plans for Architectural and Landscape Control Committee approval.

Signature of front facing neighbor: _____

Address: _____

APPROVE: _____ DISAPPROVE: _____

Signature of front facing neighbor: _____

Address: _____

APPROVE: _____ DISAPPROVE: _____

Signature of side facing neighbor: _____

Address: _____

APPROVE: _____ DISAPPROVE: _____

Signature of side facing neighbor: _____

Address: _____

APPROVE: _____ DISAPPROVE: _____

Signature of rear facing neighbor: _____

Address: _____

APPROVE: _____ DISAPPROVE: _____