

ARCHITECTURAL IMPROVEMENT REQUEST FORM INSTRUCTIONS

What do you need to submit?

Along with the Architectural Improvement Request Form, you should also submit any supporting materials including brochures, blue prints, color samples, site plans, elevation drawings, etc. which will best describe your proposal. Incomplete or unclear applications will be returned to the homeowner and will delay the review process. One copy of the application will remain on file with the Committee and one copy, with comments as necessary, will be returned by mail to the applicant indicating the decision of the Committee.

Roofing - All roofs should use the same materials and same color pattern that is currently being used on our roofs.

Architectural and Landscape Improvements - Submit two (2) copies of a site plan, material descriptions, construction drawings and any elevation drawings which are necessary to adequately explain your improvement. Plans need not be professionally prepared, but must be adequate to fully describe the improvement. Photographs are often helpful. If the improvements are in the backyard, approval is not needed unless the backyard faces the common areas of the neighborhood - such as the pond.

Please note that only MAJOR improvements have to be submitted for approval. Regular plantings of trees, bushes or flowers do not have to be submitted.

Painting - Submit paint samples of your requested colors for your trim and/or siding (even if repainting in the same color). Touch up painting using the same paint currently on the home does not require pre-approval.

Fencing - All perimeter (lot line) fencing shall be of the approved fencing type only and may be required to be stained in an approved color. Chain link, barbed wire and concrete block fencing is not allowed.

Play Equipment - May be erected within a fenced or screened area, but shall require the approval of the Committee.

Basketball Goals - May be approved by the Committee under the following criteria; (1) Posts must be removable from the ground, (2) Portable goal posts are encouraged to be properly stored when not in use, and (3) Written permission from the nearest neighbor is recommended.

Mailboxes - All residents shall have mailboxes which are painted back and similar to the original style that was established when the community was developed. The original style can still be purchased at Statuary World. There are 2 locations: 8401 N I-35, Oklahoma City and 1305 W I-40 Service Road, Yukon.

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Storage Sheds -All ancillary structures, such as greenhouses, storage sheds, patio covers, arbors, cabanas, etc. shall be approved by the Committee. Any such structures shall be sited and designed to be compatible with the house and all adjacent houses, fences, etc.

Additional Information:

It is the responsibility of the applicant to accurately identify lot lines, property lines, easements and setbacks.

It is the responsibility of the applicant to insure that all appropriate building permits are applied for and obtained from the local building authority.

Homeowners should review the Covenants and the Crystal Garden Guidelines prior to submitting requests to the Architectural Review Committee. You can view these items on the internet at www.neighborhoodsplus.com

NOTICE: IF NO REQUEST IS SUBMITTED FOR THE ABOVE ARCHITECTURAL IMPROVEMENTS OR THE REQUEST IS DENIED BY THE COMMITTEE, THERE WILL BE A PENALTY IF THE HOMEOWNER IGNORES THE RULING AND GOES AHEAD WITH THE PROJECT. THE PENALTY WILL BE A \$100.00 FINE ADDED TO THE REGULAR MONTHLY DUES EVERY MONTH UNTIL THE MATTER IS RESOLVED TO THE SATISFACTION OF THE COMMITTEE/BOARD.