

## HOME IMPROVEMENT REQUEST Pine Brook Community Association

All exterior modifications to your property must be approved in advance by the Architectural Review Committee. The ARC will review your request to make sure that the improvement will be done in a professional, sound manner and will fit in with the aesthetics of the community. Please provide as much detail as possible so that the ARC can properly understand your request. ***Without a complete description of your request, the form will be returned for more information.*** After you've filled out this form, please return it to the address shown above. Thank you for your cooperation and concern for your community.

OWNER NAME \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE (home) \_\_\_\_\_ (office) \_\_\_\_\_ Email \_\_\_\_\_

DESCRIBE THE IMPROVEMENT (be specific - attach a sketch, drawing, plans, photo or brochure)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOCATION OF THE IMPROVEMENT (attach survey or sketch showing location of improvement on property)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MATERIALS TO BE USED (attach sample or brochure, if appropriate)

Paint (paint color chips **required**): Manufacturer (e.g. Behr) \_\_\_\_\_ Base Color \_\_\_\_\_

Trim Color \_\_\_\_\_ Accent Color \_\_\_\_\_ Finish (e.g. Satin) \_\_\_\_\_

Location for Each Color \_\_\_\_\_

Roofing: Manufacturer (e.g. Elk) \_\_\_\_\_ Series (e.g. Prestique) \_\_\_\_\_ Warranty (e.g. 30 year) \_\_\_\_\_

Color (e.g. Weatheredwood) \_\_\_\_\_ Style (e.g. laminated or 3 tab) \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

COMMENTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHO WILL DO THE WORK \_\_\_\_\_

PLANNED START DATE \_\_\_\_\_ EXPECTED COMPLETION DATE \_\_\_\_\_

According to the Deed Restrictions, the Architectural Review Committee has **up to 60 days** after receipt of this application to make a decision, so please submit the request far enough ahead of time. For your own protection, make sure you don't start the improvement until you have received proper approval. The more detail you provide about your improvement, the easier it will be to understand what you plan to do and to make a decision. ***Incomplete applications will be denied. If you have questions about information requirements, please contact C.I.A. Services.***

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

-----Please Do Not Write Below Line-----

Account \_\_\_\_\_ VRefNo \_\_\_\_\_

Date Received \_\_\_\_\_

Date sent to ACC \_\_\_\_\_

Date of ACC Decision \_\_\_\_\_

Date Returned to Homeowner \_\_\_\_\_

COMMENTS CONCERNING REQUEST

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACC DECISION

- APPROVED without conditions
- APPROVED with the conditions noted below
- DISAPPROVED for the reasons noted below
- DISAPPROVED because more information is needed as described below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARC SIGNATURE & DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **HOME IMPROVEMENT REQUEST CHECKLIST**

### **Pine Brook Community Association**

The following is intended to aid in assuring all HIR's are complete prior to forwarding them to the Architectural Review Committee (ARC). It is intended that this be a living document which is updated as needs dictate.

Please review the following for compliance for your specific request: By-laws, Deed Restrictions, Final Subdivision plat for your specific address, and the ACC Guidelines

A plot plan for the residence should be included for ALL HIR's with the exception of paint color requests. All improvements should be marked on the plot plan. *This is important!*

ALL improvements must be made to professional standards.

#### **POOL / SPA IMPROVEMENTS**

- Equipment Location should be noted on the plot plan.
  - Avoid locating equipment in drainage easement on edge of property
  - Avoid locating equipment close to neighbor's residence if lot will accommodate a 'friendlier' location
- Pool cannot be located in easements (side or rear easements)
- Pool decking and plumbing located on easement at owner's risk and only with approval from utilities.
- Access for construction of pool/spa should be noted in HIR. If access to be via neighbor's yard or driveway, this needs to be arranged and documented by homeowner. Access will not be allowed through perimeter fences or across common/open areas of the Community Association.

#### **FENCING / DRIVEWAY GATES**

- Wrought Iron fence color to be specified (black only approved color).
- Height of fence / gate to be specified. 6''6'' maximum height allowed on driveway gate.
- If driveway gate installed with brick columns:
  - Specify column height. 8' maximum height allowed (including light fixture if lighting installed)
  - Specify color of brick for column (prefer matching house brick)
- If gate to have electric opener, the motor/drive mechanism must be located behind the gate – not in front of gate. This should be noted on the plot plan.
- If a light fixture is to be installed a picture or representation should be submitted with HIR.
- The light fixture must be white light. Please indicate the wattage and total height of the light fixture and column
- Wood fencing – cannot be painted or stained.

#### **PLAY STRUCTURES**

All play structures are to conform to revised guidelines (May 2000). In order to confirm conformance the following must be supplied in the HIR:

- Height: play structure and canopy / cover if applicable.
- Plot plan indicating location of play structure – including distance from adjacent fences
- Color and materials of canopy if applicable.
- Size (square feet) of elevated play platform and canopy if applicable

**OUTBUILDINGS (Storage, etc.)**

- ❑ Plot plan with location of the improvement – distance from fences, Utility easements, etc. to be specified
- ❑ Dimensions of building – maximum allowed = 100 sq.ft.
- ❑ Roof materials – to match color and quality of residence
- ❑ Siding materials – OK if matching residence materials (brick, stucco, hardiplank – OK). Fiberglass, PVC, HDPE, OSB, plywood, etc. NOT ALLOWED.
- ❑ Color of siding / brick to be specified.
- ❑ Drawing / picture of building to be included in HIA.

**SUN SCREENS / WINDOW FILM**

- ❑ Color of screen and frame to be specified. Brown / charcoal screens OK, white frames OK.
- ❑ Front windows and street side windows on corner lots are not allowed. HIR should clearly state which windows are included. All windows on a given side of a residence are to be included.
- ❑ Final inspection should insure installation made to ‘professional standards’.