

HEFNER VILLAGE HOA
ARCHITECTURAL REQUEST FORM

Date _____

Address of Unit _____

Name of Homeowner _____

Best contact number(s) _____

**Details must include the following per the
Hefner Village HOA Covenants and Restrictions**

Article VI

Architectural Control, Section 6.1, reads as follows:

No building, fence, walk, driveway, wall or other structure or improvement shall be commenced, erected, placed, moved or maintained on the Properties, including the Common Areas, nor shall any exterior addition to or change or alteration therein be made or any landscaping implemented until plans and specifications showing the nature, kind, shape, height, materials, and locations on the same have been submitted to and approved in writing as to the harmony of external design, color and location in relation to surrounding structures' topography by the "Architecture Committee" which shall, as used herein, mean either the Board or a committee appointed by the Board of Directors composed of three or more persons who need not be Members of the Association. The Board of Directors shall determine or approve procedures of the Architectural Committee. The decisions of the Architectural Committee shall be final, except that any other who is aggrieved by any action or forbearance from action by the Architectural Committee may appeal the decision to the Board of Directors. A majority vote of then constituted Board of Directors shall be necessary to overrule the decision of the Architectural Committee.

EXTERIOR MAINTENANCE:

Repair, maintenance or replacement of all exterior is the responsibility of each homeowner.

Date request received in Office _____

Date forwarded to chairperson _____

Date returned to H.V.H.O.A., Inc. _____

Date Office returned to applicant _____

REQUEST APPROVAL FOR THE FOLLOWING:

1) _____

2) ALTER MY LOT _____

3) ALTER MY COMMON AREA _____

4) ALTER MY FENCE _____

Fence Height _____ Fence Type _____

Include drawing of fence parameters on a separate sheet

FENCE MUST BE PAINTED TO MATCH HOUSE TRIM WITHIN 14 DAYS OF COMPLETING FENCE.

The Office is open 9-1 Monday through Friday.

I, _____ hereby waive claim to any materials installed upon the common area that may be encroached by alteration. I will be available to meet with the Architectural Committee on the first (1st) Saturday of the month following the date of request to answer any -questions the Committee may have prior to the approval/disapproval of said request.

Start Date _____ Completion Date _____

An Oklahoma City Permit is _____ is not _____ required

This is a Contract Job _____ Do-It-Yourself project _____

Signature of Homeowner _____ Date _____

By placing my signature upon this request I fully understand and agree that work will not commence until I have received the signed approval request from the Architectural Committee.

ARCHITECTURAL RULING:

Request Approved as submitted on _____
Date

Request Approved (over 45 days with no answer) on _____
Date

Request Approved with the following stipulations:

Request Disapproved on _____
Date

Justification for disapproval:

Signature of Architectural Committee Chairperson

Date

IF APPLICABLE: I wish to appeal the disapproval of my request by the Architectural Committee to the Board of Directors at 6:00p.m. on the third (3rd) Tuesday of _____ at the Clubhouse. Appeal must be made within 45 days.

Board Action: Date _____ Approved _____ Disapproved _____

Signature _____
Approving Officer, H.V.H.O.A., Inc. Board of Directors

NOTE:

Any and all permits required by the City must be purchased by the Homeowner or their Contractor prior to commencing construction.