

# HEFNER VILLAGE HOA

## ARCHITECTURAL REQUEST FORM

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Homeowner: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Details to include the following per Hefner Village HOA Covenants and Restrictions and the Rules and Regulations. These documents can be found on the Hefner Village website: [www.hefnervillage.com](http://www.hefnervillage.com)

ARTICLE VI Architectural Control Section 6.1 - Review. No building, fence, walk, driveway, wall or other structure or improvement shall be commenced, erected or maintained upon the Properties, including the Common Areas, nor shall any exterior addition to or change or alteration therein be made or any landscaping plan implemented until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the "Architectural Committee," which shall, as used herein, mean the Board, or a committee composed of three (3) or more representatives appointed by the Board. Any major alteration/change to adjoining property will require written permission from owners of adjoining property(ies). All approvals shall be in writing, and may be qualified upon the satisfaction of specified conditions, provided, however, that in the event the Architectural Committee fails to approve or disapprove any such design and location within thirty (30) days after the required plans and specifications have been submitted to it, or in any case, if no suit to enjoin the addition, alteration or change has been commenced prior to the completion thereof, approval will not be required and this condition will be deemed to have been fully satisfied.

### EXTERIOR MAINTENANCE:

Maintenance of property is the responsibility of the homeowner. This includes any repairs, any replacement, and the painting thereof. Painting must be in the color restrictions of the community. Paint will be provided by the HOA to ensure correct colors are used.

NOTE: Any and all permits required by the City must be obtained by the Homeowner or their Contractor prior to commencing construction (copy to be included in request for approval).

Date request received in Office: \_\_\_\_\_

Date forwarded to Chairperson: \_\_\_\_\_

Date approved or denied: \_\_\_\_\_

Date returned to applicant: \_\_\_\_\_

