

# Home Improvement Project Submission Checklist for a HON Homeowner

\*\*Please note that any time the words guideline or rules are used, this refers to the governing documents of the HOA and CCR's.

**Review HOA CCR's to confirm your project:** Familiarize yourself with the HOA's governing documents and architectural guidelines contained in the CCR's. Ensure that your proposed project complies with these guidelines. Complete the correct construction submission form based on your project.

**Color Scheme:** Select paint colors from the approved palette provided by the HOA. Ensure that chosen colors complement neighboring homes and the overall neighborhood aesthetic.

**Roofing:** Choose roofing materials and colors in line with HOA regulations.

**Fencing:** Fences are discouraged and must meet requirements in Paragraph 5.13 and subject to Design Review Approval Process. Consider the impact of the proposed fencing on sightlines and neighborhood aesthetics.

**Exterior Alterations/Additions:** Confirm that proposed changes to architectural features adhere to HOA guidelines. Obtain approval for any exterior additions or alterations, such as decks or porches, fences and patios.

**Outdoor Lighting:** Choose outdoor lighting fixtures that comply with HOA rules regarding style, placement, and intensity. Ensure that lighting plans promote safety and security without causing light pollution.

**Accessory Structures:** Submit plans for accessory structures (e.g., sheds, playsets, greenhouses) that comply with HOA regulations. Consider the visibility and impact of accessory structures as viewed from neighboring properties.

**Signage:** Ensure that any proposed signage meets HOA rules regarding size, placement, and design. Avoid signage that detracts from the overall aesthetic of the home or neighborhood.

**Documentation:** Provide detailed plans, material samples with your project submission. Include all necessary documentation to facilitate the review process per the appropriate application.

**Hardscape/Landscape:** Ensure hardscaping (e.g. patios, pathways) and landscaping elements comply with HOA guidelines and view restrictions.

**Drainage:** Ensure that your drainage plans are complete and show all runoff mitigation and discharge locations.

By completing this checklist and submitting all required documentation and the correct submission form you can streamline the review process and increase the likelihood of approval for your home improvement project.