

Oaks of Edgewood Homeowners Association

Architectural Review Application Packet

Article VII of the Covenants, Conditions, and Restrictions (CC&Rs) establishes the architectural restrictions that apply to all lots in the Oaks of Edgewood. Approval of the Architectural Review Board (ARB) is required for projects which alter the exterior of your property or the improvements on your property from its state on the date you bought the property. See Articles VI and VII for more information. **If you have questions**, please send an email to HOAOaksOfEdgewood@gmail.com with a description of the project and your contact information.

How the Architectural Review Board Functions

The ARB consists of three or more members. The ARB members are volunteers who donate their time and effort for the benefit of our community. The ARB must have adequate time to meet and review each application submitted to it. The CC&Rs allow up to 30 days for the ARB to act on an application. The ARB will act as soon as is reasonably practical.

Application Process

Work may not begin on any project until an application has been accepted and approved. The ARB is allowed a 30-day period from the date on which your new or revised application is received to review your application.

1. **COMPLETE YOUR APPLICATION** providing all required information for the type of project being planned. The Architectural Review Application Packet is available for downloading at OaksOfEdgewoodHOA.com. You may also request the packet by sending an email to HOAOaksOfEdgewood@gmail.com or by leaving a telephone message at 816-625-9922.

Below are some examples of information that must be provided for different types of projects. This is not necessarily a complete list of what may be required, since the specific information needed varies with the nature of the project.

- a. Projects such as fencing, swimming pools, new structures, and additions to existing structures require a plot plan or site plan indicating where on your lot the project will be located. The plan must show the dimensions of your project and the distances between your project and existing structures on your lot and the property lines of your lot. In addition, fences require the location and dimensions of any gates.
 - b. For each paint or stain you wish to use on the exterior of your home, other structures, or fences, you must provide a color swatch, the brand, and color name.
 - c. If the application is for a roof, attach a picture or small sample of the roofing material that clearly shows the type and color of the roofing to be used. Be sure to include the rated life of the material. (Roofing material shall be asphalt, Three Tab Timberline-style with the appearance of weathered-gray. See *Article VII, Section 7 of the CC&Rs*)
 - d. If the application is for fencing made from material other than wood, provide a picture of the fencing that clearly shows the color and design of the fencing material. (See *Article VII, Section 10 of the CC&Rs*)
2. **SUBMIT THE COMPLETED APPLICATION AND SUPPORTING DOCUMENTATION** to the HOA by mailing it to Oaks of Edgewood HOA, 1201 SW 10th Terrace, Oak Grove, Missouri 64075-9440, or by placing it in the mailbox/drop box at the clubhouse. Please notify the ARB that you have submitted an application by sending an email to HOAOaksOfEdgewood@gmail.com or by leaving a telephone message at 816-625-9922.

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3. **THE ARB WILL REVIEW** the information you submit and accept or reject the application. Your application will be rejected if the application does not contain sufficient information to allow a determination regarding whether your project complies with the requirements of the CC&Rs.

The ARB must reject any application that is not completely filled out and/or is not accompanied by the required drawings, maps, and dimensions. If your application is rejected, you must submit a revised application that includes the missing information. The ARB is allowed a 30-day period from the date on which your completed application is received to review your application. You may not begin work on your project until your application has been accepted and approved.

4. **THE ARB WILL DECIDE** whether to approve your application. If your project, as described in the application as submitted, is permitted under the provisions of the CC&Rs, your application will be approved. If the proposed project is not allowed under the restrictions established in the CC&Rs, the application will be denied. The decision will be documented.
5. **THE ARB WILL NOTIFY** you of its decision. If the application is rejected or denied, the notice will provide the reason for the decision.

Appeal Process

If you disagree with the ARB's decision, Article VI, Section 4 of the CC&Rs allows you to file a written appeal of the decision to the Board of Directors within 10 business days after the receipt of a notice of denial. (Submit an appeal either by mail or by placing it in the mailbox/drop box at the clubhouse, as described on page 1 for submitting your application for review.)

If you have any questions about the application process or the appeal process, contact the HOA at HOAOaksOfEdgewood@gmail.com or leave a message at 816-625-9922.

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Architectural Review Application

PLEASE PRINT ALL INFORMATION CLEARLY. WE MUST BE ABLE TO READ ALL OF YOUR APPLICATION.

Date of Application: _____ Date received by HOA: _____ For HOA use only

Property Address: _____ Phase: For HOA use only

Homeowner Information

Name: _____ Phone: _____

Email: _____

Information for Additional Contact Person (e.g., Contractor)

Name: _____ Phone: _____

Email: _____

Proposed Work Dates Start: _____ Completion: _____

Important Note: You may **not** begin your project until the ARB has approved your application. The ARB is allowed a 30-day period to review your application. The 30-day period does not begin until you have submitted **all** the required information. You must read and sign the notices at the end of this form.

PROJECT TYPE

Check all boxes that apply: Fencing Painting/Staining Roofing Other*

*If "Other," provide complete details as instructed on page 2 of this application form.

Complete all sections that apply to your project and provide all the required information.

FENCING

Type: Wood Vinyl Iron Steel Aluminum Color: _____

Panel Dimensions

Height: _____ Length from Post to Post: _____ Picket Spacing: _____ Picket Width: _____

Submit a plot plan that shows the location of the fence on the lot and includes measurements and dimensions and the placement of any gates or openings. If the material is not wood, provide a picture that clearly shows the color and design of the fencing material.

Homeowner agrees to comply with all applicable City, County, State laws and obtain all necessary permits. (Initials required at left to indicate agreement.)

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PAINTING/STAINING

Provide all of the following information for each color you want to use.

	Brand	Type of paint, stain, etc.	Color name & number
Main Body			
Trim			
Shutters			
Deck			
Deck Rail			
Fence			
Other*			

*If "Other," explain:

You must provide a sample or swatch of each color you want to use.

ROOFING

Roofing Materials

Brand: _____ Type: _____ Color: _____

Brochure indicating the specification for roofing materials and a color sample are required.

GUTTERING

Material: _____ Color: _____

Color sample is required.

OTHER

Any change in or addition to the exterior of the residence (such as a porch, deck, gazebo) and any garage, pool house, or other outbuilding detached from the house structure must be reviewed and approved by the Architectural Review Board before construction is started.

Please attach a description of any such proposed work, including a drawing or picture of the project, a list of materials and dimensions of the overall project, and its placement on your lot. If exterior painting, roofing, or fencing will be used in the project, please also complete those sections of this form.

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Statement of Agreement and Understanding

Homeowner agrees to comply with all applicable laws and regulations and to obtain all necessary permits. Homeowner understands that approval by the Architectural Review Board is not a warranty or representation that the quality of the construction, installation, addition, alteration, repair, or other aspect of the work conforms to any applicable building code or other federal, state, or local law, rule, or regulation. *(Initials required at left to indicate agreement.)*

Please Read and Sign Below

You may not begin work on your project before your project is approved. We will notify you when the review of your application is complete. The ARB will **not** consider your application for review until **all** the necessary information has been received. Delays in the receipt of **all** information necessary to complete the review of your application are excluded in determining when the 30-day period allowed for review of your application expires.

The ARB must have adequate time to meet and review each application submitted to it. The CC&Rs allow up to 30 days for the ARB to act on an application. The ARB will act as soon as is reasonably practical. If the ARB fails to act on your application and notify you of its decision within 30 days following receipt of **all** information required, you may proceed with your project. We suggest that you contact the HOA if 25 days have passed and you have not received a response.

I have read and understood the submittal requirements and notices provided in this application.

Homeowner Signature

Date

Submit your completed application and all required supporting documentation to:

The Oaks of Edgewood HOA
1201 SW 10th Ter
Oak Grove, MO 64075-9440

You may mail your application via USPS to the address above or place your application in the mailbox/drop box at the clubhouse.

If you have any questions, email them to HOAOaksOfEdgewood@gmail.com or leave a message at 816-625-9922.