

MEEKER CREEK HOMEOWNERS ASSOCIATION
REQUEST FOR APPROVAL OF HOME IMPROVEMENT PLANS

Notes on Form Completion

An application form must be submitted for any construction, modification, or addition to the exterior of your building or grounds. All applications must be accompanied by a diagram of the lot showing the location of the house and proposed improvement.

Changes to the exterior of your house, major changes to the front yard landscaping, or changes to the backyard such as a pool or raised structures, owners are required to have the change(s) reviewed by the HOA architecture committee prior to starting the project. This process helps our neighborhood maintain the appeal and value from which we all benefit.

The object of requiring an owner to file an improvement application with the Board of Directors is to ensure that your planned improvement conforms to the Association's Declaration, enhances the beauty of the Community, maintains the architectural harmony of the Community, and in no way inconveniences other owners.

Proposed changes - It is important to provide complete information. If you're changing or adding colors, please provide a sample of each color, as well as show where the color(s) will appear. Changes to the outside of the house, such as different paint color, different windows, door (or door color), exterior lights attached to the house, garage doors, etc. must all be reviewed and approved by the architecture committee before installation.

Submission – The form and any attachments can be emailed to a board member (see the www.mccreekhoa.net website for up to date board member email addresses).

- Documents should be in PDF format. If you're scanning the form (or any other non-picture) document, please save it in PDF format. Do not save it as a picture file, e.g. ".jpg" ".jpeg" ".png".
- Any scanned pictures are acceptable in .jpg, .jpeg, .png, or PDF format.

HOA Review - The architecture committee will review the plans as quickly as possible. However, please keep in mind that the committee members are fellow owners who, like you, have jobs, take vacations, and have other responsibilities in addition to the volunteer work on the committee. Please do not start work on your project before receiving an approval notice from the Association.

HOMEOWNER INFORMATION

Date: _____

Name: _____

Address: _____

Phone Number: _____

Email: _____

TYPE OF IMPROVEMENT

___ Remodeling /Additions/ Roofing Material/Color Change

___ Outside walks or stairs

___ Garage Doors / Exterior Doors

___ Driveway

___ Gazebos / Sheds

___ Swimming Pool

___ Decks / Patios

___ Arbors /Overhangs

___ Fences / Fence Additions and Retaining Walls

___ Front Landscaping

___ Other _____

Materials to be used:

___ Wood ___ Brick ___ Stucco ___ Stone ___ Concrete

___ Other _____

Additional Comments:

The completed application package should include

- This completed application form
- Plan or Drawings
- Any applicable paint or stain samples

I understand the rules concerning the proposed improvement. This improvement in no way encroaches on a neighbors limited common area or common ground. I agree to abide by the rules established by the Association and will be solely liable to any upkeep required by the construction of this improvement.

I further agree to obtain all licenses and/or building permits and meet all legal requirements for building codes.

Signature: _____ Date: _____

FOR MEEKER CREEK HOMEOWNER'S ASSOCIATION USE:

Date Received: _____

Received By: _____

Approved: _____ YES

_____ NO

Date Notification sent to Requester: _____

Signature of Board Member/Committee Member: _____