

MEADOW FARMS HOMEOWNERS' ASSOCIATION, INC.
DESIGN REVIEW REQUEST FORM

When modifying or adding new features to the exterior of your home it may be necessary to submit your design for approval by the HOA's Design Review Committee. Our goal is to provide homeowners with maximum flexibility while maintaining enough involvement of the HOA so they can help ensure that all proposed changes fit with the aesthetics of our community. Doing so will help us all maintain the maximum value for our homes.

In general, a design review request should be made if your design changes will be visible to your neighbors. Section 4 below lists some examples, and the Design Guidelines provide a more detailed description of when your changes require HOA approval.

The Architectural Committee has 30 days to respond to any requests.

1. Name _____

Address _____

Lot Number _____ Phone Number _____

Email Address: _____

2. Briefly describe the proposed change _____

3. Project Plan:

a. The project will be done by Homeowner _____ Contractor(s) _____

Contractor Name _____

b. Indicate the approximate time needed to complete the project, subsequent to the Boards approval.

Proposed beginning date: _____

Estimated completion date: _____

c. Indicate any building permits that will be required.

4. Supporting Info Packet: Modifications to the exterior of your property requiring approval from the HOA include, but is not limited to, painting or staining wood, new building or exterior remodeling, or moving or installing any utility, yard lights, fences, wall, and antenna, satellite, solar panels or wind turbines, concrete or landscaping. To facilitate the review

process please provide as much detail as you can with your application. The type of your project will define what details to include but you can help expedite your approval by including relevant information with your request form including:

- a. Plot plan indicating the location and dimensions of the project.
- b. Sketches or working drawings indicating all necessary dimensions and elevations.
- c. If available, a photograph or drawing of a similar completed project.
- d. Specify paint or stain color (sample color strip)
- e. List of major materials
- f. Services impacted (electric, water, gas, sewer)
- g. List of permits required

NOTE: All submitted materials shall remain the property of the Board. You may wish to make a copy for your personal records.

Please note under the Association governing documents, exterior finish, windows, and doors, and landscaping next to the unit, are the unit owner's responsibility; however, exterior changes may still require prior authorization by the association.

Any work done prior to authorization may be asked to be removed at the unit owner's expense.

Any liability due to architectural changes will be the responsibility of the homeowner.

I hereby acknowledge that I have read and understand the Architectural Control Standards set forth by the Board, as well as the Declaration of Covenants and Restrictions.

Homeowner's Signature _____

Date _____