

# LAUREL SPRINGS APPLICATION FOR PROPERTY MODIFICATION

Date of Request: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

*(Please Print)*

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

Day Time Phone: (     ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Est. Start Date: \_\_\_\_\_ Est. Completion Date: \_\_\_\_\_

The homeowner must notify the Property Management Office, via e-mail, upon completion of the approved modifications. Failure to do so will result in a \$100 fine.

Final Inspection Date: \_\_\_\_\_ Inspector Name: \_\_\_\_\_

## TYPE OF MODIFICATION REQUESTED

**Check all applicable modification (s) below.**

*(Please see page 3, of this application, for detailed modification request requirements.)*

Homeowners are required to submit an *Application For Property Modification* for ALL modifications to their property. If the construction elements do not require any color change, the application does not need to be approved by the Architectural Review Committee (ARC).

<p><b><u>Modification Fee: \$25.00</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Swing Set</li> <li><input type="checkbox"/> Play Structure or Trampoline</li> <li><input type="checkbox"/> Permanent Basketball Goal</li> <li><input type="checkbox"/> Front Door Replacement</li> <li><input type="checkbox"/> Storm Door</li> <li><input type="checkbox"/> Patio, Walkway or Curbing</li> <li><input type="checkbox"/> Window Tinting or Treatment</li> <li><input type="checkbox"/> Awning Install</li> <li><input type="checkbox"/> Satellite Dish</li> <li><input type="checkbox"/> Shutters</li> <li><input type="checkbox"/> Garage Door</li> </ul>	<p><b><u>Modification Fee: \$50.00</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Repaint – New Color Scheme (Exterior of home)</li> <li><input type="checkbox"/> Additions or Revisions to Landscaping</li> <li><input type="checkbox"/> Outdoor Lighting (Floodlights and Landscape Lighting)</li> <li><input type="checkbox"/> Tree Removal or Addition *</li> <li><input type="checkbox"/> Fencing</li> <li><input type="checkbox"/> Deck Revision</li> <li><input type="checkbox"/> Screened Porch</li> <li><input type="checkbox"/> Pond</li> <li><input type="checkbox"/> Trellis</li> <li><input type="checkbox"/> New Roof Color</li> <li><input type="checkbox"/> Driveway</li> <li><input type="checkbox"/> New Window(s) Frame / Style</li> <li><input type="checkbox"/> Window Mullions / Grill Removal</li> </ul> <p><small>* <b>Note:</b> For design and aesthetic purposes, tree removal for trees facing the street, golf course and/or common areas must be approved by the HOA Board of Directors.</small></p>
<p><b><u>Modification Fee: \$75.00</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Retaining Walls</li> <li><input type="checkbox"/> Gazebo Installation</li> <li><input type="checkbox"/> Spa</li> </ul>	<p><b><u>Modification Fee: \$100.00</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Building Additions</li> <li><input type="checkbox"/> Swimming Pool Installation</li> </ul>

# LAUREL SPRINGS APPLICATION FOR PROPERTY MODIFICATION

- Please provide all information necessary to evaluate your request thoroughly and quickly.
- Include a check made payable to LAUREL SPRINGS HOA for the application fee.
- Requests must include, without limitation, the following information: site plan/plat map (if applicable), detailed description of request, list of materials used, pictures (if applicable), and any other information as specifically required below or as required by the Covenants/Guidelines approved for the community.
- Please allow 45 days from date of Architect receipt of application to complete review process.
- **WORK ON ALL APPROVED MODIFICATION REQUESTS MUST BEGIN WITHIN 6 MONTHS OF WRITTEN APPROVAL DATE AND MUST BE SUBSTANTIALLY COMPLETED WITHIN 90 DAYS OF START OF WORK.**
- According to the governing documents, Section 8H, all construction must be completed in its entirety within 9 months of commencement.

**\*\*\* IF A MODIFICATION IS MADE WITHOUT PRIOR APPROVAL,  
A \$50 CHARGE WILL BE ADDED TO THE APPLICATION FEE. \*\*\***

I understand and agree that no work on this request shall commence until written approval of the Architectural Review Committee and/ or Landscape Committee has been received by me. I represent and warrant that the requested changes strictly conform to the community Covenants/Guidelines and that these changes shall be made in strict conformance with the Covenants/Guidelines. I understand that I am responsible for complying with all city and county regulations.

Neither the Association Board of Directors, the Association Advisory Committee or the Association Architectural Review Committee and/or Landscape Committee nor their respective members, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of the architectural alteration by reason of mistake in judgement, or negligence, arising out of any action with respect to any submission. The architectural review is directed toward review and approval of site planning, appearance and aesthetics. None of the foregoing assume any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction or technical suitability of materials.

**SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Laurel Springs Property Owner)*

**No color change**, application does not require approval

**Color change**, application requires approval

**Check Number:** \_\_\_\_\_

**Property Office:** \_\_\_\_\_

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

**Final Inspection:** \_\_\_\_\_

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

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# LAUREL SPRINGS APPLICATION FOR PROPERTY MODIFICATION

## FENCE POLICY

Each Lot Must Submit a Plan for Approval

A fencing detail must be selected from the standard allowable designs approved by the ARC (See Attachment D.)

- a) All fencing must be constructed of black aluminum or wrought iron with columns using the same materials found in the architecture of the residence.
- b) Columns/Piers must be a minimum of 16" square; brick at 8" long. Columns/piers must have caps. To prevent a mass of columns in one given area, surrounding neighbors may attach to your corner and side yard columns.
- c) No chain link or welded wire fencing will be permitted.
- d) The maximum height of the fence is to be 6 feet.
- e) Golf course lots must seek **written** approval of the golf course management.
- f) Alleys should not be created between two fences. Fences must tie in to existing adjacent fencing along common property lines.
- g) All fence locations and styles must be approved and built only in the approved locations.

**All fences** must be specifically approved in writing by the Architectural Review Committee for both design and location prior to being constructed or installed. Fence locations are generally approved to be towards the rear of the house and to the property lines or directly behind the house. Exceptions to these guidelines may be made to avoid utility meters, air conditioning equipment, trees, and severe slopes.

## DEVELOPER TREE POLICY

A developer tree replacement plan must be submitted with the ARC Modification submittal. The developer tree is required per the Architectural Guidelines, page 34 dated April 2008, to be replaced with one of the following trees: Laurel Oak, Willow Oak or Pin Oak with a 3" caliber or larger. It is the homeowner's responsibility to ensure the integrity of the developer tree by maintaining the tree.

**LAUREL SPRINGS APPLICATION FOR PROPERTY MODIFICATION**

**Detailed Modification Request Requirements**

Please provide all information necessary to evaluate your request thoroughly and quickly.

<p style="text-align: center;"><b><u>Fencing</u></b></p> <p><i>Include:</i></p> <ul style="list-style-type: none"><li>o Picture or drawing of fence location with dimensions.</li><li>o Fence material and fence type.</li><li>o Site plan or plat map (corner lots, fence may not be closer to side street than building line of house).</li><li>o Column information.</li><li>o See page 3 for fencing specifications.</li><li>o See page 4 for fencing options.</li></ul>	<p style="text-align: center;"><b><u>Exterior Painting &amp; Roof Color Change</u></b></p> <p>Only necessary if changing current colors.</p> <p><i>Include:</i></p> <ul style="list-style-type: none"><li>o Paint color chips, marked where they will be used such as body, trim, accent, shutters.</li><li>o Roof sample color (Roof shingle must have a 20 year warranty).</li></ul>
<p style="text-align: center;"><b><u>Play Equipment &amp; Hot Tubs</u></b></p> <p>Must have minimum visual impact on adjacent properties and may require screening.</p> <p><i>Include:</i></p> <ul style="list-style-type: none"><li>o Size and sketch/photo, materials to be used.</li><li>o Location of equipment.</li></ul>	<p style="text-align: center;"><b><u>Deck &amp; Porch</u></b></p> <p>Decks must be constructed of wood or material similar to that of the home. Porches must be painted or stained to match existing materials on home.</p> <p><i>Include:</i></p> <ul style="list-style-type: none"><li>o Picture or drawing dimensions.</li><li>o Site plan denoting location. (In most cases may not extend past sides of home).</li></ul>
<p style="text-align: center;"><b><u>Permanent Basketball Goal</u></b></p> <p><i>Include:</i></p> <ul style="list-style-type: none"><li>o Picture and description of goal.</li><li>o Site Plan or drawing denoting location.</li></ul>	<p style="text-align: center;"><b><u>Building Additions</u></b></p> <p>Material used must match existing materials on home.</p> <p><i>Include:</i></p> <ul style="list-style-type: none"><li>o Location of addition on site plan.</li><li>o Size, color and detailed architectural drawing of addition.</li><li>o Building permit, if required.</li></ul>
<p style="text-align: center;"><b><u>Front Door Replacement or Storm Door Addition</u></b></p> <p>Storm door must be full glass (screening not permitted).</p> <p><i>Include:</i></p> <ul style="list-style-type: none"><li>o Picture of the front door replacement/storm door.</li></ul>	<p style="text-align: center;"><b><u>Swimming Pool</u></b></p> <p><i>Include:</i></p> <ul style="list-style-type: none"><li>o Picture or drawing of pool and dimensions.</li><li>o Site plan or plat map denoting location.</li><li>o Type of lighting source to be used.</li><li>o Landscape plan and equipment location.</li></ul>
<p style="text-align: center;"><b><u>Patio/Walkway/Curbing/Driveway</u></b></p> <p><i>Include:</i></p> <ul style="list-style-type: none"><li>o Lot survey or plat map denoting location.</li><li>o List of materials to be used and drawing or photo or proposed finished project.</li></ul>	<p style="text-align: center;"><b><u>Landscape Modifications</u></b></p> <p><i>Include:</i></p> <ul style="list-style-type: none"><li>o Lot survey or plat map and landscape plan. Include pictures if applicable.</li></ul>



