

**TURFWAY PARK HOMEOWNERS ASSOCIATION
REQUEST FOR ARCHITECTURAL CONTROL APPROVAL**

I/We request permission to make improvements upon my/our lot.

Lot # _____ Lake Lot? Yes / No

Address: _____

Proposed improvement and/or change: _____

Materials to be used for improvement: _____

If mini-barn is proposed: (Shingles and color must match home.)

barn color: _____ roof color: _____

If fence is proposed:

type: _____ color / type of treated wood: _____

Project start date: _____ completion date: _____

Included with this form you will need to send:

- A copy of plans and/or diagram of the proposed improvement
- Include all dimensions related to the improvement, (ie: height, width, fence dimensions).
- A copy of the plat plan/surveyor plan for your lot, with the proposed improvement drawn on the plan where is to be located.

Please note we will return your request for additional information if the above items are not included.

PLEASE ALLOW 30 DAYS FOR A RESPONSE

I/We understand and agree if this Request for Architectural Control Approval is granted;

(a) we may have to apply to the appropriate governmental agency for any required building permits;

(b) we must comply with all applicable building codes, requirements, etc. in the construction of our improvement; and

(c) construction may not start until an approved copy of this request is returned to us.

I/We further understand and agree that approval of this request may be withdrawn if the improvement:

(a) is not constructed exactly as it has been approved;

(b) is not located in the location approved; or

(c) is not completely constructed within (30) days of the date of approval.

Homeowner Signature

Homeowner Signature

Printed Name

Printed Name

Phone Number

Best Time To Call

FOR BOARD USE ONLY:

Board member _____

Board member _____

Date Received: _____

Board member _____

Received By: _____

Board member _____

Board member _____

Approved or Denied? (Circle one) Date _____

If Denied, Reason _____

**TURFWAY PARK HOMEOWNERS ASSOCIATION
ARCHITECTURAL RULES AND GUIDELINES**

Revised 03/2012

The Declaration of Covenants, Conditions, and Restrictions covering your subdivision requires that you request approval from the Board of Directors prior to doing exterior modifications to your house or other exterior changes to your property. Some examples of modifications needing approval are: room additions, decks, porches, fences, changes to exterior colors of house, antennas, satellite dish, outside doors, permanent basketball goals, etc.

Complete this form and mail it to the address shown below. Enclose a plot plan, which was included with your closing papers, showing where the improvement is to be located. Although the Board of Directors will act promptly, they have up to thirty (30) days to respond to your request. **NO IMPROVEMENT MAY BE STARTED UNTIL YOU RECEIVE WRITTEN PERMISSION TO DO SO.** All work must be completed in a professional, workmanlike manner.

Following are some of the guidelines used by the Board of Directors in determining whether approval will be granted. **THESE ARE GUIDELINES ONLY.** Refer to the Covenants and Restrictions of your subdivision for specific requirements and exceptions.

1. No structure will be approved if it violates building setback lines or it encroaches on any easement.
2. Chain link fence must be vinyl coated, no galvanized fencing or galvanized kennels. Fences cannot exceed six (6) feet in height. Wood privacy fences must have the more attractive side facing out. **ABSOLUTELY NO PRIVACY FENCES WILL BE ALLOWED ON LAKE PROPERTIES- NO EXCEPTIONS.**
3. New roofing and shingles must conform to the color and style of what was originally installed, and the board will need a sample or photo of the shingle.
4. Barns, sheds and/or out buildings cannot exceed a total of 120 square feet, and a maximum of ten (10) feet in height. The color of your proposed barn or shed must match the color of your house; shingles on the barn or shed must match the shingles on your house.
5. Above ground pools are not allowed. In ground swimming pools must be approved by the Board of Directors.
6. Offensive structures or landscaping that does not maintain the harmonious appearance of the subdivision, or does not project the appropriate image commensurate with the neighborhood will not be approved.
7. Placement of satellite dishes must be approved by the Board of Directors.
8. Lots adjoining the common areas are subject to more restrictive rules and guidelines regarding improvements and changes such as fences, storage barns, etc. Approvals will be made on an individual basis, at the sole discretion of the Board of Directors.

Approval will not be granted without a plot of your lot showing the location of the proposed structure or improvement on the plan. Even if you feel your improvement meets these guidelines, you must still formally request approval from the Board of Directors.

Mail completed Request, plot plan showing exact location, & specific description including dimensions to:
Turfway Park Homeowners Association
Board of Directors
P.O. Box 563
Greenwood, IN 46142