

Oak Parke Homeowners' Association

Austin, Texas

Application for Architectural Change

Property Address			
Owner Name			
Telephone Number(s)			
Elements Proposed for Change Mark all that apply	<input type="checkbox"/> Landscape	<input type="checkbox"/> Home Addition	<input type="checkbox"/> Driveway
	<input type="checkbox"/> Home Façade Material	<input type="checkbox"/> Outbuilding	<input type="checkbox"/> Other
	<input type="checkbox"/> Home Façade Color		
Proposed Start Date		Completion Date	
Description of Proposed Materials			
Full Description of Proposed Change Include all dimensions			

Attach proposed plan diagrams.

I have read and understand the Oak Parke Homeowners' Association deed restrictions. I affirm that if the Association approves these plans, I will not depart from the plans. I understand that the project should not be started until approval of these plans. I understand that the Oak Parke Homeowners' Association may sue me for damages to the members of the Association if I depart from the plans detailed herein or begin any architectural change project without Association approval.

Owner Applicant Signature

Printed name

Date

Mail this completed and signed form, along with complete plan diagrams, by certified mail. Incomplete applications will be denied. All correspondence must be by certified mail. No emails or faxes will be accepted.

Mail to:
OAK PARKE HOA
c/o Goodwin Management, Inc.
11149 Research Blvd., Suite 100
Austin, TX 78759-5277

OPHOA use only	By _____ <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Signature Printed Name Date </div> <p style="text-align: center; margin-top: 5px;">If approved, retain this form for at least two years after completion.</p>
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	

Instructions

1. Regardless of the content of the form and the approval of the Architectural Control Committee, your actions and your project must conform to the deed restrictions (“Declaration of Covenants, Conditions and Restrictions for Oak Parke,” available at the Travis County Clerk’s Office and reprinted at the website www.ophoa.org).
2. The project may take no longer than six months to complete.
3. Architectural Changes must be submitted and approved. Failure to turn in an application for approval may result in legal action against the homeowner by the Association.
4. Complete the form in detail. At a minimum, the Architectural Control Committee requires at least the following information:
 - a. For outbuildings:
 - i. Full dimensions;
 - ii. A graphic plat showing placement of the building on the lot as well as house, trees, fences, and concrete flatwork;
 - iii. Attached paint color sample(s);
 - iv. Attached roof color sample;
 - v. Begin date;
 - vi. Planned completion date (no later than);
 - vii. Visual elevations;
 - viii. Description of all materials.
 - b. For fences:
 - i. A graphic plat showing placement of the fence on the lot as well as house, trees, fences, and concrete flatwork;
 - ii. Precise specification of material, including dimensions of the pieces;
 - iii. Complete dimensions;
 - iv. Colors;
 - v. Begin date;
 - vi. Planned completion date (no later than);
 - vii. Visual elevations (not required for exact replacements).
 - c. For paint changes:
 - i. Attached paint color sample(s);
 - ii. Diagram showing the areas to be changed.
 - d. For façade changes:
 - i. Visual elevation of the proposed change;
 - ii. Precise specifications of the materials to be used;
 - iii. Attached paint color samples(s) or other color samples.
 - e. For landscape changes:
 - i. A graphic plat showing placement of plantings and other new landscape elements on the lot as well as house, trees, fences, and concrete flatwork;
 - ii. Genus, species, and variety of any plants planned;
 - iii. Visual elevation of the proposed change.
5. Each sheet or attachment must be initialed and dated by the homeowner.

6. The entire package must be sent via certified mail to prove receipt date. No emails or faxes will be accepted.
7. The architectural control committee may request any additional information necessary to fully understand the proposal.
8. Changes may not commence without final written approval from the Architectural Control Committee.

Architectural Guidelines

To continue to uphold the high quality of the Oak Parke neighborhood, the Architectural Control Committee will expect future proposed changes to meet these minimum standards:

1. Outbuildings will not exceed a height of eight feet above grade level.
2. Maximum footprint may not exceed 120 square feet.
3. Outbuilding colors must match the existing main color and/or existing trim color of the house.
4. No chain link or wire fences will be allowed.
5. Wood privacy fences must be between 5'10" and 6'4" high and made of cedar wood. Treated pine will not be permitted.
6. Architectural colors must be compatible with current standard colors of spec homes within the housing industry.