

GlenOaks HOA, Inc. Construction Request (rev 010119)

Questions, contact GOHOA, Inc. @ 736-7676 (VM) or email; board@glenoakshomeownersassociation.com
The most current Construction Request Application is available at: www.glenoakshomeownersassociation.com

STEP TWO - INTRODUCTION

GlenOaks is a beautiful community in which the residents take great pride. GlenOaks Homeowners' Association (GOHOA) promotes cooperation, creates harmony and enhances the appearance of the community.

As a "**Deed Restricted Community**" and the GOHOA has a responsibility to ensure that all residents abide by their respective properties Declaration of Covenant, Conditions, and Restrictions (CCR's).

Per the (CCR's) it is **mandatory** that some types of construction require approval.

A complete explanation can per found in the CCR's. Section 8: **Use of Other Structures and Vehicles.**

The CCR's for each section are on the GOHOA, Inc. website---address is above.

STEP TWO - Preparation

The GOHOA is ready to assist you in getting your application approved as quickly as possible.

YOU SHOULD PLAN ACCORDINGLY!!!

GOHOA policy requires that all requests are to be submitted **45 days** before the start date.

Requests shall be processed in about 10-14 days.

All projects are expected to be of similar style, appearance and consistent with the existing type of construction found in GlenOaks.

Beginning construction without approval may result in the homeowner experiencing both unplanned changes which may increase the costs and result in unplanned delays.

EXEMPTION/S

Repair and or replacement or various general property maintenance items are exempt from a construction request.

Due to the scope exempted projects may include but not limited to; decks, doors, patios, roofs, rooms, sidewalks, windows, and driveways.

When replacing landscaping in whole or part, new plantings are to be replaced on a one to one ratio with existing plantings

If unsure if your project may be exempt contact the HOA for guidance.

APPLICATION INFORMATION

Homeowner:

Address:

Lot# (if you know it):

Prospect, KY 40059

Phone:

E-mail:

Name of Contractor:

Phone:

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STEP THREE – Completing the Request

Below is a listing of what project documents such as; blueprints, diagrams, sketches, and product information brochures, should accompany your construction request. All information submitted must accurately reflect the proposed project. Please be thorough so the evaluation process goes quickly and problem free.

It is the homeowner's responsibility to obtain a Building Permit from Louisville Metro 574-3321 or Oldham County 222-3967. Lack of a Posted Building Permit can result in a Stop Work Order by the local governmental unit. If a building permit is not required, an explanation is required.

A. Decks and similar construction

- A-1 _____ Submission of a site plan with dimensions, depicting the location of existing structure.
- A-2 _____ Project location must be staked out with photos (one from each direction) depicting the location of existing structure.
- A-2 _____ Construction plans showing all sides of the project including the finished elevation/s.
- A-3 _____ Completed project should match the existing structure in both type and style.
- A-4 _____ Material type/s and color/s should match the existing structure, if different samples are required.
- A-5 _____ Landscape plans include the quantity, type, and size of plantings of new or if replacement plantings. **Sketch Required**

B. In-ground Pools and associated structures

- B-1 _____ Submission of a site plan with dimensions, depicting the location of existing structure
- B-2 _____ Project location must be staked out with photos (one from each direction) depicting the location of existing structure.
- B-3 _____ A copy of contractor's estimate (**with pricing redacted!!**).
- B-5 _____ Diagram depicting the style, color, shape, location of pool, pump & filter.
- B-6 _____ Fence (must be: 48 inches, black, three rails, no climb design) style may vary-**ad piece or photo required**
- B-7 _____ Landscape plans include the quantity, type, and size of plantings of new or if replacement plantings. **Sketch Required**

C. Driveway, sidewalks, patios-renovation which include new work-No building permit required

- C-1 _____ Site plan depicting the location of the proposed project in relation to existing structure.
- C-2 _____ Physical location must be staked out with photos.
- C-3 _____ Views of all sides of the project including the finished elevation/s.
- C-4 _____ Diagram depicting shape, location, materials and finish.
- C-5 _____ Landscape plans include the quantity, type of plantings, new or if replacement. **Sketch Required**

D. Fences-NOTE: No building permit required

- D-1 _____ Replacement of wooden fences are not permitted.
- D-2 _____ A site plan depicting the location of the fence (property surveys may be required)
- D-3 _____ Physical location must be staked out with photos-**No fences allowed of any easements-The HOA can advise if a location exists and its location.**
- D-4 _____ Fence (must be: black, three foot-no rail, no climb design) photo (**ad piece required**)
- D-5 _____ Landscape plans include the quantity, type of plantings, new or if replacement. **Sketch Required**

E. Additions: porch enclosures, sunrooms, and similar construction

- E-1 _____ Submission of a site plan with dimensions, depicting the location of existing structure.
- E-2 _____ Project location must be staked out with photos (one from each direction) depicting the location of existing structure.
- E-3 _____ Construction plans showing all sides of the project including the finished elevation/s.
- E-4 _____ Project should match the existing structure in style, material type/s, trim, cornice, finish, and color/s, if any variances exist samples are required. Also, windows, doors, roofing (including material type and color/s), roof style (Hip, Gable or a combination), Shed roofs are allowed when other roof/s styles or combinations are not structural feasible.
- E-8 _____ Site plan depicting the location of the proposed project in relation to existing structure
- E-9 _____ Landscape plans include the quantity, type, and size of plantings of new or if replacement plantings. **Sketch Required**

Initial _____ Date _____

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Trash Dumpsters or similar type receptacles, portable bathrooms, construction equipment or supplies are not to be placed or stored on any public thoroughfare or right of way, nor shall it be visible from the street if possible.

Dirt or debris are not allowed on the street, curb or sidewalk daily, if not the GOHOA, Inc. will perform this needed work at the lot owner's expense.

STEP FOUR - Evaluation

You will be contacted by email that you may proceed, or there is an issue/s that must be corrected. Sometimes it is a simple item, or the request will be returned to you, corrected and resubmitted. If the request is complete, and an on-site visit may be required.

STEP FIVE - Final Approval

When construction has ceased, the project will be inspected to determine that it meets or exceeds the construction request. If no problems exist, The Board of Directors will approve your construction request. You will receive a letter confirming this action.

Keep all documents for future reference if needed.

SUMMARY

By signing below, the owner understands;

- **Incomplete requests will slow the approval process.**
- All information submitted will become the property of the GOHOA, Inc.
- Directors and its agents to the GOHOA, Inc. are granted permission to enter property between 9 am - 5 pm, S-S to inspect the site and work.
- The contractor and applicant with comply with all of CCR's.
- Changes are to be pre-approved; field changes are not allowed. Any unapproved construction is a violation of the CCR's and MAY result in costly changes to be borne by you, the homeowner and the contractor.
- All unapproved construction will be reported to the local government authority to ensure compliance with local requirements.
- **THAT THE GOHOA WILL BE HELD HARMLESS:** the GOHOA, Inc., Board of Directors nor any member thereof shall be liable for any damage, loss or prejudice suffered or claimed on account of (A) The approval or disapproval of any plans, drawings or specifications, whether or not defective. (B) The construction or performance of any work, whether or not under approved plans, drawings or specifications. (C) Development of any property within GlenOaks or the submitting of the application, whether or not the facts therein are correct; provided, however, that concerning the liability of the applicant that such applicant has acted in good faith by such information as may be possessed by them. The GOHOA, Inc., Board of Directors or any member thereof, may, but is required to, consult with or hear the views of the Association or any member concerning any plans, drawings, specifications, or any other proposal submitted to the GOHOA, Inc.

**Applicants'
Signature** _____

Date _____

DATE REQUEST RECEIVED (HOA Use only) _____

Send an electronic copy to board@glenoakshomeownersassociation.com

Mail a hard copy should to GOHOA, INC. PO Box 343, PROSPECT, KY 40059