

GlenOaks HOA, Inc. Construction Request

The most current version of the Construction Request (CR) must be submitted.
Check at GOHOA, Inc. website: www.glenoakshomeownersassociation.com
Questions, contact GOHOA, Inc. @ 736-7676 (VM) or email; board@glenoakshomeownersassociation.com

STEP ONE - INTRODUCTION

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

As a "**Deed Restricted Community**," the HOA 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) (Section 8: **Use of Other Structures and Vehicles**) it is **mandatory** construction require approval by the GOHOA
The CCR's for each section can be found on the GOHOA website: www.glenoakshomeownersassociation.com

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 CR's are to be submitted **45 days** before the start date.

CR's should be processed in 10-14 days.

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

No encroachment on easements or right of ways are allowed

Beginning construction without approval may result in the homeowner experiencing unplanned changes that may increase the cost and result in unforeseen delays.

EXEMPTION/S

Repair and or replacement or various general property maintenance may be exempt from completing a construction request.
Contact the HOA for guidance.

APPLICATION INFORMATION-PRINT ONLY

Homeowner/Applicant/s:

Address:

Lot# (if you know it):

Prospect, KY 40059

Phone:

E-mail:

Name of Contractor:

Phone:

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STEP THREE – Completing the Construction Request

Below is a checklist of what project documents should accompany your (CR). Information such as; blueprints, diagrams, sketches, and product information brochures that accurately reflect the project are required.
Please be thorough so the evaluation process goes quickly and problem free.

Building Permits—Do I you need one?

In Jefferson County contact Louisville Metro 574-3321 or if in 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 may need to be submitted by the homeowner/applicant.

A. Decks and similar construction

- A-1 Submission of a site plan with dimensions, depicting the location of the existing structure is required.
- A-2 Photos (one from each direction) showing the project in relation to the existing structure is required.
- A-3 A copy of contractor's scope of work/estimate (**with pricing redacted!!**) is required.
- A-4 Photos (one from each direction) showing the finished elevation are required
- A-5 Material type/s and color/s should match the existing deck in both construction type and color.
- A-6 Photos of material type/s and color/s for a similar construction CR must be submitted
- A-7 Landscape plans should include the quantity, type, and size of all plantings and must be submitted.

B. Pools including associated structures

- B-1 Submission of a site plan with dimensions, depicting the location of the existing structure is required.
- B-2 Photos (one from each direction) showing the project in relation to the existing structure is required.
- B-3 A copy of contractor's scope of work/estimate (**with pricing redacted!!**) is required.
- B-4 Photos (one from each direction) showing the finished elevation/s required.
- B-5 A diagram depicting the style, color, shape, location of the pool pump & filter is required
- B-6 Fences, used as swimming pool enclosures, must be constructed of wrought iron or ornamental maintenance free aluminum wrought iron replica. Fences are to be: 1) be black; 2) of residential grade; 3) be forty-eight inches (48") in height and 4) utilize a three (3) rail no climb rail system. No fence shall be erected along the property lines. A photo or ad **piece** of the chosen design is required
- B-7 Landscape plan/s should include the quantity, type, and size of all plantings and must be submitted.

C. Driveway, sidewalks, patios-renovation or new work-NOTE No building permit required

- C-1 Submission of a site plan with dimensions, depicting the location of the existing structure is required.
- C-2 Photos (one from each direction) showing the project in relation to the existing structure is required.
- C-3 A copy of the contractor's scope of work/estimate (**with pricing redacted!!**) is required.
- C-4 Photos (one from each direction) showing the finished elevation/s
- C-5 A diagram depicting shape, location, and list of materials, and a photo of finish is required.
- C-6 Landscape plan/s should include the quantity, type, and size of all plantings and must be submitted.

D. Fences-NOTE: No building permit required----- Replacement of wooden fences are not permitted

- D-1 Submission of a site plan with dimensions, depicting the location of the existing structure is required
- D-2 Photos (one from each direction) showing the project in relation to the existing structure is required.
- D-3 A copy of contractor's scope of work/estimate (**with pricing redacted!!**) is required.
- D-4 A site plan depicting the fence's location including easements (if any) is required.
- D-5 Photos of the fence location staked or flagged are required.
- D-6 all plans for erecting a fence shall be submitted in the form of a Construction Request to the Board at least forty-five (45) calendar days before the projected installation date. The Board must approve all Construction Requests before installation. All fences, including swimming pool enclosures, must be constructed of wrought iron or ornamental maintenance free aluminum wrought iron replica. Fences are to be: 1) be black; 2) of residential grade; 3) be forty-eight inches (48") in height and 4) utilize a three (3) rail no climb rail system. No fence shall be erected along the property lines, as more than an inconsequential portion of the rear yard must remain unfenced. No fences whatsoever shall be permitted in the front or side yards or near the street to the rear of the structure. A photo or ad **piece** of the chosen design is required.
- D-7 Landscape plan/s should include the quantity, type, and size of all plantings must be submitted.

E. Additions, porches, enclosures, sunrooms, and similar types of construction

- E-1 Submission of a site plan with dimensions, depicting the location of the existing structure is required
- E-2 Project location must be staked out, with photos (one from each direction) depicting existing structure.
- E-3 A copy of contractor's scope of work/estimate (**with pricing redacted!!**) is required.
- E-4 Photos (one from each direction) showing the finished elevation/s is required
- E-5 Project should match the existing structure in style, material type/s, trim, cornice, finish, and color/s, **if any variances exist, photos of samples are required.**
- E-7 Windows, doors, roofing (including material type and color/s), roof style (Hip, Gable or the combination of the two are allowed), Shed roofs are permissible only when other roof styles are not feasible. **if any variances exist, photos of samples are required.**
- E-6 Landscape plan/s should include the quantity, type, and size of all plantings and must be submitted.

Initial _____ Date _____

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STEP FOUR - Evaluation

After you have completed your CR and assembled supporting documents **email** them to board@glenoakshomeownersassociation.com

The email subject line should include your last name, type of project and street address (example "Smith-Deck-1123 Oak St).

Each page in your email attachment should be titled according to its content;

If your project were **A, Decks and similar construction** the individual files would be **A1, A2, A3, A4, A5, A6, & A7.**

PowerPoint presentations are encouraged.

Multiple emails for the same project will be returned.

You will be contacted by phone if there is an issue/s with the submission. An on-site visit by the GOHOA will confirm the information submitted.

STEP FIVE – Pre Construction Approval

If after the site visit, all documents are have been correctly submitted and no issues exist, you will receive a verbal approval to proceed with construction.

STEP SIX – Post Construction Approval

When construction is completed, the project will be inspected to assure it conforms to the original (CR). If no problems exist, The Board of Directors will provide you with written final approval of your (CR). Keep this and all other documents for future reference.

Trash Dumpsters or similar type receptacles, portable bathrooms, construction equipment or supplies are not to be placed or stored on any public right of way or easement, nor shall it be visible from the street if possible. Dirt or debris is not allowed on the roadway, curb or sidewalk. If the GOHOA, Inc. performs any needed work, it will be at the homeowner/applicants expense. Contractors and their employees should conduct themselves as professionals while in GlenOaks. Trespassing on adjoining property, blocking of mailboxes, sidewalks, driveways, or garbage cans is not allowed.

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 or its agents are granted permission to enter the property on any day between 8 am - 8 pm, to inspect the site.
- The contractor and homeowner/applicant to complying with all of the CCR's.
- Changes to the CR 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 the homeowner/applicant.
- Noncompliance or violations of local codes will be reported to the appropriate governmental unit.
- 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.

Homeowner/Applicants' Signature _____

Homeowner/Applicants'-Please Print _____

Date Submitted _____

DATE REQUEST RECEIVED (HOA Use only) _____

Send an electronic copy to board@glenoakshomeownersassociation.com for evaluation

Mail a paper copy after receiving pre-construction approval to the:
GOHOA, INC. PO Box 343, PROSPECT, KY 40059