Three Lakes Homeowners Association Design Review Form and Instructions

Name		Phone #	Date	
Address			Lot #	
Project Start Date –	anticipated	Project End D	ate – anticipated	
Signature		Notify by Pho	one Yes _	No
The following items	must be completed be	fore this request is submitte	ed for review by the De	esign Review Committee (DRC).
structural o	details, similarities to ex	n of the work proposed. Inclusives in of the work proposed. Inclusives and anyth necessary. Attach color chip	ning else that will help	describe what the final work will
change in o	colored pen or marker. s many elevations (fror	s is best accomplished by ma		ssary to accurately describe it to
4. Have eac	Review Committee. ch homeowner, whose ign this form.	land is adjacent to yours or	would reasonably viev	v the improvement from their
approval. If you disa Committee meeting	gree with the proposal to voice your opinion	• • • • • • • • • • • • • • • • • • • •	should come in person	ot necessarily indicate your to the monthly Design Review eting. If you want to be notified
Signature	Name	Address	Lot #	Notify
		Design Review Committee C		or to the DRC meeting.
Homeowner Roard	of Director Use Only	Date Received	Received by	
All items Checked				

2006-07-14

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Additional Information and Instructions

- 1. The Design Review Committee (DRC) is established by the Declaration of Covenants and Restrictions (Covenants) of the Three Lakes Homeowners Association. The primary purpose of the DRC is to preserve and maintain the property values and natural beauty of Thee Lakes.
- 2. The Covenants and the associated Design Standards and Covenant Guidelines provide the basis for controlling changes in the yards and exterior appearance of the homes in the community. The controls provide for reasonable changes to all properties after review and approval by the Design Review Committee. The review process is designed to improve communication between homeowners, neighbors, DRC, and the HOA Board of Directors.
- 3. When you are considering making changes to your yard or the exterior of your home, please refer to the Design Standards and Covenant Guidelines to determine if a Design Review Form must be completed. You can also contact the Design Review Committee or Property Management Representative for guidance on whether the change must be submitted for review. If the change requires a submittal, you should complete this form by following the steps outlined on the previous page / front.
- 4. The Design Review Committee meets monthly. Any homeowner can attend the DRC meeting to voice an opinion or concern about a submittal.
- 5. The Design Review Committee will consider each Design Review Form based on the content of the submittal, comments from those attending or received in writing by the Homeowner Board, and the Design Standards and Covenant Guidelines. Each submittal will be judged on its own merit and either: approved as submitted, approved pending modifications, or disapproved.
- 6. The homeowner submitted the Design Review Form will be notified of the DRC decision in writing within thirty (30) days. Homeowners requesting notification of the decision by phone will be called as soon as possible after the decision.
- 7. Homeowners can appeal a decision of the Design Review Committee by contacting the Homeowners Board of Directors or the DRC Chairperson. The appeal will be presented to the Three Lakes Homeowners Association Board of Directors at the next scheduled Board meeting. The homeowner submitting the Design Review request can appeal up to 30 days after being notified of the decision. Other homeowners expressing concern before the decision can appeal up to ten (10) days after being notified of the decision.

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For use by the Design Revi	ew Committee and Three Lakes H	omeowners Association Board of Directors:		
DRC Review Date:	DRC Decision:	Approved as Submitted Approved Pending Modification(s) Disapproved		
DRC Comments:				
Appeal Decision:				
Review Date: Board Comments:	Board Decision	Approved as Submitted Disapprov	ved	

2006-07-14