

# IMPROVEMENT APPROVAL REQUEST FORM

DOUBLETREE LAKE ESTATES

ARCHITECTURAL REVIEW



The attached forms are required for “post-construction” improvement approval. The forms must be filled out in their entirety prior to review. Improvements shall be considered for the purpose of pools, fences, docks, patios, storage buildings, permanent basketball units, sunshades, gazebos, trellises, or any other structure of significant size or permanent ability.

Covenants and Restrictions can be found at [www.doubletreehoa.org](http://www.doubletreehoa.org).

Each Improvement Review must be accompanied by Improvement Review Deposit made payable to Doubletree HOA. This fully-refundable deposit shall be held by the HOA until completion of improvement plan submitted and provisions of the Declaration of Covenants. Deposit will be refunded, minus incidentals paid by the HOA, when improvement is complete, inspected and deemed satisfactory by the Architectural Review Committee (ARC). In addition, a non-refundable Architectural Review fee must also be submitted in a separate check made payable to Doubletree HOA.

<b>Refundable Deposits:</b>	<b>Non-Refundable Review Fees:</b>
Pool \$1,000	Pool \$150
Fence \$1,000	Fence \$100
Landscape \$1,000	Landscape \$100
Deck/Patio \$1,000	Deck/Patio \$100
Trellis/Gazebo \$500	Trellis/Gazebo \$50
Dock \$250	Dock, \$50
Shed (west) \$250	Shed (west) \$50
Other \$250.00	Other \$50

Every effort will be made to review your completed and submitted Improvement Approval Request Form as quickly as possible. Please allow approximately 10 days for completion.

Improvement construction is not to begin prior to receiving a written approval of at least three Architectural Review Committee members.

The refundable deposit amount may be adjusted by ARC Review Committee as necessary.

All work shall comply with Town of Winfield’s requirements.

## **Improvement Approval Request Form**

- **Complete, sign, and deliver to ARC Review Committee**

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Plans attached are hereby submitted for approval to the Architectural Review Committee of Doubletree Lake Estates for:

Lot #: \_\_\_\_\_ Actual Address: \_\_\_\_\_

Improvement plans must be submitted for review and approval in writing by the Architectural Review Committee prior to commencement of improvements.

Complete this form in its entirety and submit to the Architectural Review Committee with a complete detailed Improvement plan including specifications.

Improvement completion must not exceed 120 days without express written approval of the Architectural Review Committee.

Improvement approval shall be contingent on the requirements hereto as well as the Architectural Review Committee's determination that Improvement plans meet or exceed the architectural and aesthetic appearance of the development.

The Improvement Review Deposit shall be refunded, minus incidentals paid by developer or HOA, when required improvements are completed, inspected and deemed satisfactory by Developer and Architectural Review Committee.

The Improvement Review Fee is non-refundable.

Note: Most construction activities are not permitted between the hours of sunset and 7AM Monday – Saturday and not permitted on Sundays.

The following must be completed in its entirety and be accompanied by (2) sets of complete plans, specifications, and survey (if necessary) prior to submittal to Architectural Review Committee. It is recommended that your submission package include pictures, brochures, color selections, dimensions, etc..

**Describe Improvement:** \_\_\_\_\_

**Purpose of Improvement:** \_\_\_\_\_

**Location of Improvement:** \_\_\_\_\_

**Materials of Improvement:** \_\_\_\_\_

**Value of Improvement upon completion:** \_\_\_\_\_

Refer to covenants and restrictions for specific requirements. The HOA reserves the right to initiate or make changes to requirements based on the best interest of the community.

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DOUBLETREE LAKE ESTATES

ARCHITECTURAL REVIEW

Item	Meets or Exceeds Minimum Requirements	Does NOT Meet Minimum Requirements	Approved	Denied
Pool				
Fence				
Dock				
Storage				
Basketball Unit				
Sunshade				
Gazebo/Trellis				
Deck/Patio				
Other:				

Improvement Review Deposit	Amount	Date Received
Check #:	\$	

Improvement Review Fee	Amount	Date Received
Check #:	\$	

Member	Signature	Date	Approve	Deny
Sash Becvarovski				
Pete Metlov				
Greg Chip				
Peter Andreou				
David Anderson				

\* Approval requires minimum three signatures accompanied by indication of "Approve"

Upon approval from Architectural Review Committee, I hereby agree to complete improvement as proposed in the attached Plans and Specifications and will not deviate from such unless approved in writing by Architectural Review Committee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Lot Owner

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Builder

Phone #: \_\_\_\_\_