

PROCEDURE FOR HOME IMPROVEMENTS

Article 6 of the Declaration for Terra Vista Single Family Homes provides that the Association controls parts of the units that are visible from the exterior. All changes to the exterior of your home must be pre-approved.

1. GENERAL REQUIREMENTS

All Improvements are subject to, and must comply with the Terra Vista Single Family Homes governing documents.

Only the owner(s) of the Unit may submit a Home Improvement Application Form (HIA).

The Design Review Committee (DRC), or its designated agent, will approve or deny a project within 30 days from the date the completed Application is received. Major or substantial projects or construction may require more time.

No alterations to a home or lot may be made, nor any work begun prior to written approval of the Home Improvement Application and DRC receipt of any applicable insurance certificates.

It is forbidden to add or remove vegetation or to construct structures within the Wetland Buffers, and/or the Chevalle Master property.

Approval of an HIA request does not constitute compliance with local City, County, State, and / or any other agency code or regulations.

2. PROJECT TIMEFRAMES

CONSTRUCTION: Construction must begin within six months following the approval of the application. The entire project must be completed within 30 days of commencement of any work or upon the delivery of any supplies, whichever is earliest, unless otherwise agreed upon in advance. A homeowner may request more time in the event of a major construction project.

LANDSCAPE: Landscaping projects must be completed within the same season the work is approved and within 30 days of commencement, as stated above.

EXTENSIONS: An Extension Form is required if a homeowner cannot complete their started project within the initial allotted time.

CANCELLATIONS: An approved request will automatically be canceled if work is not begun within the specified timeframe. A new approved HIA will be required to begin the project.

COMPLETION: Homeowner is to notify the DRC as soon as project is finished.

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3. MAJOR MODIFICATIONS MUST INCLUDE

A site plan, to scale showing the exact location of requested modification in relation to property lines is required. Site plans should also include any existing, decks, walkways, driveways, exterior elevations, and detail of materials.

When a project is to come within 10 feet of any property line, a survey plat clearly showing property lines, existing improvements, and proposed modification(s) is required.

4. APPROVALS

The following provisions apply to all HIA approvals.

- A. The Applicant will obtain all appropriate permits before work begins.
- B. Applicant will be responsible for all maintenance costs of improved area(s), including any repairs or changes to the community irrigation system. (Contact TV Property Management company to arrange irrigation services.)
- C. Grade of lot to be returned to design specifications.
- D. All other improvements will be preserved; small utilities, swales, sod, irrigation, etc.
- E. Contractors/workers will follow storm water requirements.
- F. Project refuse will be properly disposed.

5. TYPES OF MODIFICATIONS

The chart below shows a variety of modifications applicable to home improvements. The second column lists required documentation that must accompany a Home Improvement Application.

MODIFICATION TYPE	REQUIRED INFORMATION TO BE SUBMITTED WITH HIA
AWNINGS	Provide drawings, photos and/or product brochure, color, material samples and location where to be installed.
DECK, DECK STAIRS, DECK STAINING	Drawing or photos of proposed deck/deck stairs showing elevations with dimensions and materials to be used. If changing deck stain color from previously approved color, provide color with brand, color name and number.
DOORS-ENTRY, GARAGE, STORM	Indicate type of door. Drawings, photos and/or color brochure with exact dimensions and materials. Proposed paint color(s) with brand, color name and color number. Garage doors must be white and of similar style and have decorative windows across the top.
DRIVEWAYS	HIA only required if changing product material or altering existing dimensions.
GUTTERS	Include color and material; sketch proposed location of gutter and downspouts.

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MODIFICATION TYPE	REQUIRED INFORMATION TO BE SUBMITTED WITH HIA
HOT TUBS/SPAS	Drawings, photos and/or product brochure and location where to be installed. Drainage plan, proposed plantings, types of plants and location for required year-round visual screening.
LANDSCAPING	Provide drawing or near scale sketch which includes plant or tree types, location and other materials to be used. Care should be taken to assure mature plantings do not encroach over property lines. Refreshing mulch with similar color or replacing dead plants or tress with same does not require review. Retaining walls must be done with boulders or keystone materials only.
LIGHTING	Sketch, photos, and/or product brochure of proposed lighting fixtures with dimensions, materials, lighting type, wattage and bulb colors, drawing(s) of proposed placement of property.
MAILBOXES	Must follow the Terra Vista standard design.
PAINTING (Exterior)	Provide paint color(s) with brand, color name and color number. HIA required ONLY if changing from previously approved color.
PATIOS/SIDEWALKS	Provide drawing or near scale sketch of proposed changes, showing location and dimensions. Provide material information and photos or samples of materials to be used.
ROOF OR ROOF RESHINGLING	Photo, sample or product brochure of roof covering or feature with dimensions, materials and color. Physical sample of roofing style and color.
SATELLITE DISH OR ANTENNA	Proposed placement and size of satellite or antennae subject to approval by DRC.
SIDING & EXTERIOR FINISHES	Drawings of proposed changes, elevations, materials, photos or sample of materials to be used. Proposed paint color(s) with brand, color name and color number. Materials on the front elevation shall consist of vinyl, brick, natural wood material, fiber cement board, or wood shake siding.
TREE REMOVAL OR REPLACEMENT	Provide reason for removal. Provide location of tree(s) to be removed and name, type and location of new tree(s) to be planted. Trees must be marked so committee can review onsite. No mature tress (i.e. trunks greater than 6" in diameter) shall be cut on any Lot, except dead or diseased trees. Removed trees must be stumped.
WINDOW REPLACEMENT	Sketch, drawings, photos and/or product brochure with dimensions and materials. Proposed color(s) with brand, name, and number below.