



## Instructions

1. Regardless of the content of the form and the approval of the Architectural Control Committee, your actions and your project must conform to the deed restrictions (“Declaration of Covenants, Conditions and Restrictions for Oak Parke,” available at the Travis County Clerk’s Office and reprinted at the website [www.ophoa.org](http://www.ophoa.org)).
2. The project may take no longer than six months to complete.
3. Architectural Changes must be submitted and approved. Failure to turn in an application for approval may result in legal action against the homeowner by the Association.
4. Complete the form in detail. At a minimum, the Architectural Control Committee requires at least the following information:
  - a. For outbuildings:
    - i. Full dimensions;
    - ii. A graphic plat showing placement of the building on the lot as well as house, trees, fences, and concrete flatwork;
    - iii. Attached paint color sample(s);
    - iv. Attached roof color sample;
    - v. Begin date;
    - vi. Planned completion date (no later than);
    - vii. Visual elevations;
    - viii. Description of all materials.
  - b. For fences:
    - i. A graphic plat showing placement of the fence on the lot as well as house, trees, fences, and concrete flatwork;
    - ii. Precise specification of material, including dimensions of the pieces;
    - iii. Complete dimensions;
    - iv. Colors;
    - v. Begin date;
    - vi. Planned completion date (no later than);
    - vii. Visual elevations (not required for exact replacements).
  - c. For paint changes:
    - i. Attached paint color sample(s);
    - ii. Diagram showing the areas to be changed.
  - d. For façade changes:
    - i. Visual elevation of the proposed change;
    - ii. Precise specifications of the materials to be used;
    - iii. Attached paint color samples(s) or other color samples.
  - e. For landscape changes:
    - i. A graphic plat showing placement of plantings and other new landscape elements on the lot as well as house, trees, fences, and concrete flatwork;
    - ii. Genus, species, and variety of any plants planned;
    - iii. Visual elevation of the proposed change.
5. Each sheet or attachment must be initialed and dated by the homeowner.

6. The entire package must be sent via certified mail to prove receipt date. No emails or faxes will be accepted.
7. The architectural control committee may request any additional information necessary to fully understand the proposal.
8. Changes may not commence without final written approval from the Architectural Control Committee.

### **Architectural Guidelines**

To continue to uphold the high quality of the Oak Parke neighborhood, the Architectural Control Committee will expect future proposed changes to meet these minimum standards:

1. Outbuildings will not exceed a height of eight feet above grade level.
2. Maximum footprint may not exceed 120 square feet.
3. Outbuilding colors must match the existing main color and/or existing trim color of the house.
4. No chain link or wire fences will be allowed.
5. Wood privacy fences must be between 5'10" and 6'4" high and made of cedar wood. Treated pine will not be permitted.
6. Architectural colors must be compatible with current standard colors of spec homes within the housing industry.