



# Oak Bluff Estates Phase II Homeowners Association



## Improvement Application Instructions

To have an improvement reviewed by the Oak Bluff Estates Architectural Control Committee is a relatively easy process. Simply complete the following information:

- 1) Completely fill out the General Improvement Application form.
- 2) Fill out the form that specifically addresses the type of improvement you are applying for.
- 3) If you are seeking a variance, you must submit the Request for Variance of Deed Covenants Application form along with the \$25 variance fee.
- 4) Supply detailed drawings or photos of the improvement and a scaled site plan.
- 5) Submit all the required completed forms and attachments to the current ACC Chairperson identified on our web site.

The Architectural Control Committee will act on your request within 15 days after receiving your application including all the required attachments and fees. Once you have the written approval in hand, you may begin the project.

If the project is not approved, you will receive an explanation from the ACC as to why the project was not acceptable. If modifications of the design are requested by the ACC, you will need to make the necessary changes and resubmit the paperwork to have the project approved. If a modification is rejected outright by the ACC and you wish to appeal the decision, you can request a personal meeting with the ACC to explain your position. A request to meet with the ACC must be in writing and will be granted within 15 days after receiving the request. If after this meeting the ACC still rejects the project, a final appeal can be made to the Oak Bluff Estates Homeowners Association Board of Directors.

To appeal to the OBHOA Board, submit your request in writing to the ACC which will make arrangements for an OBHOA Board meeting within 30 days from the date of the request. The written request to meet with the OBHOA Board to appeal the ACC decision must explain in detail why the project should not be rejected.