

**BENT OAKS HOMES ASSOCIATION
DESIGN STANDARDS AND PROCEDURES
FOR SINGLE FAMILY RESIDENTIAL CONSTRUCTION
AT BENT OAKS LIBERTY, MISSOURI**

1.0 - ADMINISTRATION

INTRODUCTION

The development of Bent Oaks represents the transformation of the old historic Bruening farm in Liberty Missouri into a quality estate like living environment. The careful and thoughtful planning of the infrastructure, carefully prepared covenants and restrictions and the cooperation of prospective homeowner can help to create a living environment of quality and lasting value. In an effort to achieve this quality at Bent Oaks, these Design Standards have been prepared.

The purpose of these Design Standards is to set forth and explain certain standards pertaining to the development of single family homes within Bent Oaks. The Developer believes that careful planning and enforcement of design and development standards will ensure orderly, attractive, and lasting development, all of which will preserve and enhance property values within the Development.

The Design Standards provide for the review and approval of site and building plans and specifications by the Design Review Committee (DRC) of the Bent Oaks Homes Association. The DRC's interest in reviewing site and building designs is to assure that a high quality of compatible development is consistently achieved. The overall impact of a home design involves issues of taste and judgment which cannot be completely reduced to measurable standards of size, setback, roof pitch, etc. A home which meets all the statistical criteria may be unacceptable for Bent Oaks if its overall aesthetic impact is unacceptable in the judgment of the DRC.

The Declarations of Covenants Conditions and Restrictions of Bent Oaks (the "Declaration) deal with a variety of subjects, including building type, quality and other development standards, all presented in binding legal format. These Design Standards anticipate and further develop these requirements into understandable terms to facilitate the design and review process for property owners, architects and builders alike.

The Declarations provide the legal basis for reviewing and accepting new building proposals at Bent Oaks. These provisions were established recognizing that the concept of architectural control has a long and successful history in helping to preserve the value, character and amenities of residential communities.

These Design Standards outline useful information which will be helpful in the design and construction of single-family homes at Bent Oaks and will explain the architectural review process of the DRC. Because the design, approval and construction of a home requires a substantial investment of time, capital and emotional involvement, the material contained here should be carefully studied before design work is started.

1.1 - DESIGN REVIEW COMMITTEE

The Design Review Committee is the reviewing body which ensures proper conformity of plans with the desired aesthetics, maintenance, facility operation,

community acceptance and overall economics of the Subdivision. It is the responsibility and purpose of the DRC to review and approve plans for site and architectural improvements based on the Declarations and these Design Standards.

The DRC shall be made up of persons well informed as to the intent and standards of Bent Oaks. The DRC shall be composed of at least 3 members initially approved by the Developer who will review all single-family residences.

The Developer may delegate the authority to appoint members of the DRC of the Association members.

1.2 - REVIEW PROCESS

Single plan approval by the DRC is required prior to the undertaking of any site improvement, construction or installation, including clearing, grading, paving, structures, landscaping, building additions or alterations. Review should be coordinated with the required governmental approvals.

Submission to the City of Liberty, Missouri, for building permits or site plan approval should not be made until preliminary plans have been approved by the DRC. Site clearing and grading can begin after preliminary approval and proper governmental clearances have been granted. Actual construction starts, such as excavating or pouring concrete foundations, must not commence until final plans have been approved by the DRC.

Before approval is given, the applicant must sign the Bent Oaks Building Construction Agreement in which the applicant agrees to pay for any damage to streets, curbs, common areas or adjoining lots occurring during the lot clearing, house construction or landscaping. Approval by the DRC does not preclude the necessity for obtaining a Building Permit from the Liberty Building Inspector.

All submissions to the DRC are to be made in triplicate. One copy shall be retained for the DRC files. The review of each submission by the DRC will be made no earlier than fifteen (15) working days but not later than sixty (60) working days from the date of each submission, and notification of recommendations or approval will be provided in writing to the owner at that time.

1.3 - APPROVAL OF PROPOSED PLANS

Prior to Stage I, each builder, architect and proposed home owner (if any) shall attend a Pre-Design Conference with a representative of the DRC to review the intent of the builder and the proposed home owner's design.

A three-stage process has been defined which will serve as the vehicle to approve proposed plans. Plans and other required documentation must be submitted to the DRC at the following stages of planning and design:

Stage I.	Schematic/Preliminary Design
Stage II.	Construction Documents
Stage III.	Certificate of Compliance

At each stage the following elements shall be considered:

- Site Plan
- Building Design
- Landscaping

Stage I. Schematic/Preliminary Design

The preliminary review will be concerned with Design Standards compliance, site and building materials, architectural treatment and roof lines. (See Form C, "Submittal Form and Application.") Schematic/Preliminary Building Design documentation will include:

- *Site plans
- *Floor plans
- *Square footage
- *Elevations, in color or with color samples (colors optional at this stage)
- *Building materials (recommended at this stage but mandatory at second)
- *Window type

The Schematic/Preliminary Site plan documents will include a minimum of the following:

- *Site Plan
- *Grades, existing and proposed, including the finished floor elevations
- *Site Survey, including existing trees 4" caliper and above
- *Building location, overall dimensions and height
- *Setbacks

Stage II. Construction Documents, Plans, and Specifications

Construction documents for the proposed project shall be of professional quality and be completed in sufficient detail to fully explain the intent of the structural and architectural design, as well as the materials and finishes involved. Drawings at a scale of not less than 1/4" = one foot are required. Form C, "Submittal Form and Application," outlines the required information that MUST be included with each DRC submittal.

All proposed construction systems shall be in accordance with the requirements of state and local codes (Uniform Building Codes, latest edition) and appropriately designed for local climatic conditions.

Final working drawings and specifications reflecting the approved schematic/preliminary site and building designs and plans are to be submitted to the DRC for review and approval. This stage shall include the following:

- *Specification of building materials, type, and color (e.g. typical example of brick to be used)
- *Window type and color
- *Cornice/fascia details
- *Buffers and screens
- *Landscape areas, existing and proposed, noting trees to be removed
- *Site lighting concept
- *Site drainage concept

Revisions to the approved working drawings and specifications will also be subject to review and approval by the DRC.

Stage III. Certificate of Compliance

A Certificate of Compliance is issued to an owner by the DRC upon completion of construction. The Certificate of Compliance states to the Developer that the requirements of the Design Standards have been met and the DRC escrow can be released. (DRC Escrow requirements are on page 10).

At the time application is made for a Certificate of Compliance, the applicant will complete a checklist of compliance items and forward it to the DRC. This should occur at the same time application is made for a Use and Occupancy Permit from the City of Liberty, Missouri.

The completed checklist, signed by the applicant, will state compliance with the major items listed below, pursuant to the plans approved by the DRC.

The following items will be covered by the Certificate of Compliance:

- *Building(s) located according to approved site plan
- *Site improvements, including paving, walls, walks, tree preservation and planting have been provided in accordance with approved plans
- *Building(s) is of approved architectural design and approved materials and color
- *Approved lighting has been installed

1.4 - INTERPRETATION AND WAIVER

Design review Committee Response: The DRC may offer specific suggestions for further study which may resolve any design problem it may find. The DRC can, however, reject an application based on the professional judgment of its members without citing specifics, for the following reasons, among others:

- (a) Insufficient information to adequately evaluate the design intent;
- (b) Poor overall design quality;
- (c) Incompatible design elements;
- (d) Inappropriate design concept or design treatment; and
- (e) A design found to have an adverse effect on the character of the Subdivision or its residents.

The DRC will not normally comment on or reject a custom-designed home because of its interior elements, except in cases where those features affect the exterior appearance. Observations by the DRC which it believes could make the home acceptable will be passed on to the applicant for consideration. The DRC may, however, reject the design of speculative houses because of interior design features when, in its judgment, the livability of the submitted design does not meet the standards expected of speculative houses in the Subdivision.

When questions of judgment or interpretation arise, during the Development Period, an Owner may appeal a decision of the DRC (the Developer). The decision of the Developer is final after the Development period, appeals may be made to the Board of the Bent Oaks Homes Association.

In order to meet special situations which may not be foreseen, it may be desirable from time to time for the DRC to allow variances of certain requirements. Any variance granted is considered not to be precedent-setting because the decision is being made with the welfare of the overall Bent Oaks development in mind.

1.5 - PUBLIC APPROVALS

All pertinent requirements of public agencies must be followed in the development of this property, and all plans must be approved by the appropriate departments in the City of Liberty. Each buyer must verify code requirements at the time of purchase and development. Although based on local zoning and subdivision regulations, the Subdivision development criteria may be more restrictive in land use, site development standards, landscape requirements or other matters. In every case in which these criteria are at variance with public agency requirements, the more restrictive regulations shall govern.

Final legal approvals permitting development and occupancy of the property will be made by the City of Liberty, Missouri.

1.6 - EXCULPATION

The approval of plans and specifications by the DRC shall not be construed as approval of the engineering decisions or compliance with zoning and building ordinances, and by approving plans and specifications, neither the DRC nor any member thereof assumes any liability or responsibility therefore or for any defect in any structure construed from such plans and specifications.

2.0 - GENERAL RESIDENTIAL SITE DESIGN STANDARDS

The exceptional feature of the Subdivision environment will be its sense of cohesiveness. All home sites, although different in styles, will appear compatible and comfortable with each other. The individual streets will be more than a collection of individual houses -- they will be green neighborhoods with a sense of thoughtful composition about them. The following Design and Use Standards will direct the development along those lines. The result will be a high-quality living environment for all homeowners.

The general site design standards addressed in this section are to be applied throughout the Subdivision. Subsequent sections will address the individual land uses and their specific design guidelines.

2.1 - LANDSCAPE PLANTING

Considerable effort has been expended on saving the existing vegetation. It is of utmost importance that existing specimen trees and hedgerows be preserved to reinforce this planning.

Mature stands of trees give the environment an established feeling. Therefore, new plantings must complement the existing landscape. Plantings should be substantial in size and natural in form to fit in with existing vegetation.

Written permission is required from the DRC before removing any trees 4" or over in caliper. Appropriate construction procedures should be followed to protect and preserve desirable trees, shrubs and other landscaping which may exist on the construction site or adjacent to nearby sites. Trees shall be protected from construction damage by barricades or fencing. When it is absolutely necessary to substantially alter the existing grade at a native tree, appropriate preservation methods must be employed. Good examples of mature vegetation should, whenever practical, be saved to give the design an established feeling.

It is required that each lot have a minimum of five (5) shade trees with a 2 1/2" caliper minimum. If the property has existing native trees, they will be included in this number. However, three (3) of the trees must be located in the front yard area. Ornamental understory trees are considered additions to these numbers.

In addition to the required shade trees, each lot must have ground cover, shrubs, and/or additional trees equivalent to 1 1/2% of the total sales price of the house and lot, not to include the cost of grass sod and irrigation. In order to effectuate these requirements, 1-1/2% of the total sales price of each home and lot shall be held in escrow by the developer as a DRC Compliance Escrow and shall be collected at the lot closing.

These funds will be used to remedy any requirements as deemed necessary by DRC including meeting landscape requirements. Upon issuance of certificate of compliance by DRC, the escrow shall be released including interest calculated on a per diem basis.

All new trees planted shall be guaranteed to the developer for 12 months. If they die, it is the responsibility of the owner to replace them. All disturbed ground areas of a building site shall be sodded, covered with plants or mulched with approved landscape materials. Landscape improvements as approved by the DRC shall be installed within sixty (60) days of completion of the building, weather permitting. Cleared areas should be landscaped with trees, shrubs and lawns designed to complement the architectural character of proposed buildings in form, location and scale. Use of plant material of advanced maturity and of the highest quality should be used to give the property a finished and established feeling.

Site Lines

No fence, wall hedge or shrub planting which obstructs site lines at elevations between 2 and 6 feet above the roadways will be placed or permitted to remain in any corner lot within the triangular area formed by the street property lines and a line connecting them at points 25 feet from the intersection of the street lines extended.

The same site line limitations will apply on any lot within 10 feet of the intersection of a street property line with the edge of a driveway. No tree will be permitted to remain with such distances of such intersections unless the foliage line is maintained at a sufficient height to prevent obstruction of such site lines.

Maintenance

To ensure the overall quality of each neighborhood, the Owner will maintain the exterior of all structures on his lot, and his yards, hedges, plants and shrubs in a neat and trim condition at all times.

2.2 - LANDSCAPE CONSTRUCTION

The existing topography at Bent Oaks is one of its best assets. Consequently, all new construction should be sensitive to the land and conform to it however possible. Fills and cuts should be kept to a minimum. When cutting is necessary, the resultant wall or well should be integrated into the grade through the use of indigenous materials. Building elements must be well proportioned to their site, and site construction should not result in fragmentation of the continuous green landscape. The development at Bent Oak should appear as a whole, with harmony among all elements.

Erosion Control

All neighborhoods shall be maintained in a clean and orderly manner during construction periods. Erosion shall be controlled on each site while the site is in a disturbed condition. This control shall be accomplished by using bales of straw or other approved methods.

Stockpiling

Stockpiling of any building materials, cutting, filling or any ground disturbances shall not be allowed within the drip line of existing trees which are to remain. All building materials will be stacked and stored on job site only.

Easements

Within utility easements, no structure, planting or other material shall be placed or permitted to remain which may damage or interfere with the maintenance of utilities, or which may change the direction of flow of drainage channels in the easements. The easement area of each lot and all improvements on it shall be maintained continuously by the owner of the lot, except for those improvements for which a public authority or utility company is responsible.

Utilities

All utilities will be underground.

Grading

It is encouraged that the grading of each site will be undertaken in sensitive fashion. The natural land forms should be preserved and enhanced; therefore all new construction should work with the land. Finished grades must also be sensitive to the adjacent properties, with particular regard to drainage and views. Grading conditions that will not be allowed are as follows:

- * No fill over tree drip lines
- * No artificially raised finished floor elevations
- * No property line grade conditions that do not gracefully meet adjacent grades

Fencing/Wall

Fences are not encouraged at Bent Oaks because they fragment the scale of the landscape. However, when necessary, all fencing shall be within the architectural vocabulary of the house. Chain link, wire, wood panel or stockade fencing is not

allowed. Acceptable materials for fencing are: wrought iron, wood, stone, stucco, or brick. All fencing must be approved by the DRC.

It is intended that property lines will not be obviously delineated along the street line. Therefore, no structure, free standing wall, fence, hedge or any other separating device along the property line at the street will be permitted.

Retaining walls must be of natural or faced with a quality material as approved by the DRC. Concrete is not allowed. Native limestone is encouraged.

Signage

Signage limitations have been developed in an effort to preserve the visual quality of all neighborhoods.

No permanent free-standing signs are allowed on any residential lot. Temporary signs shall be allowed for a period approved by the DRC and must not exceed five (5) square feet in effective area no three (3) feet in height. The sign may only advertise:

- (a) The property for sale;
- (b) The property during the construction and sale period; and
- (c) Upcoming elections (allowed from 30 days prior to 5 days after the election.)

All signs will conform to the standards set forth herein and be reviewed and approved by the DRC, and are subject to Liberty City rules and regulations.

The Developer or the Homes Association has the right to remove any sign which violates these sign conditions and to remove signs erected on the right-of-way or on private property.

Ornamentation in Yards

Ornamentation, like signage, can become visual clutter in neighborhood and destroy the feeling of the continuous green park. No lawn ornaments of any kind will be permitted yards visible from the street.

Swimming Pools

No above-ground-level swimming pool may be installed on any lot. Any swimming pool must be designed and engineered in compliance with applicable codes and approved by the DRC.

Basketball Goals

Basketball goals must be free-standing and set back behind the front building line. Basketball hoops/goals attached to the building are prohibited. All basketball goals must be approved by the DRC.

Antennas, Dishes and Solar Panels

No antenna, satellite dish or solar panels will be erected on any property for any purpose.

2.3 - LANDSCAPE LIGHTING

The character of the Subdivision is to be developed in a subtle park-like and elegant manner. This must hold true after dark as well as during daylight hours.

All outdoor lighting shall be directed so as to avoid glare and excessive light spillage on adjacent property and fronting streets. Tennis courts must have a direct cut-off type of lighting. All lighting must have DRC approval.

Exterior lighting shall have concealed sources of illumination and maintain lighting levels consistent with the recognized standards of the lighting industry. Accepted white color in the color range of 2700-4500 degrees K. Golden, yellow, blue, or reddish light sources are not allowed. No exterior light will be installed or maintained on any lot which light is found to be objectionable by the DRC. Upon being given notice by the DRC that any exterior light is objectionable, the owner of the lot on which same is located will immediately remove such light or have it shielded in such a way that it is no longer objectionable. Temporary lighting shall follow standards of permanent lighting as described in this document. No lighting of a patio or other recreation area will be installed without written approval of the DRC and, if allowed, will be designed for recreation character so as to buffer surrounding residences from all lighting. No lighting of a pool or other recreation area will be installed without the approval of the DRC, and, if allowed, will be designed for recreational character so as to buffer the surrounding residences from all lighting.

2.4. - SCREENING

The public views from the streets are to be protected and considered in all that is done. The way screening is achieved must be compatible with architecture and planting concepts.

Storage areas and trash containers will either be housed in closed buildings or otherwise completely screened so as not to be visible from the streets, adjacent lots, in a manner and at a location approved by the DRC.

Such screening normally includes landscaping or permanent fences of solid materials and will be located as far from property lines as reasonable possible.

No screening of a patio area may stand beyond the building setback line of the residence unless approved by the DRC.

All mechanical, electrical and electronic equipment will be properly housed or landscaped in a manner that will blend with the site and residences. All such equipment will be located behind the front building line of the primary structure, and shall not be visible from the ground or from upper floors of other structures. No window or wall air conditioning or heating units will be permitted. All antennas of any type must be of the concealed type installed inside attic space or other enclosed space. Heating/air conditioning and plumbing vents will not penetrate the roof on the road-side of the building unless determined to be absolutely necessary by the DRC. Overall design quality will be based on the professional judgment of the DRC.

2.5 - USE LIMITATIONS

Uses of the property are limited in the Subdivision. These limitations have been formulated to help maintain a quiet, residential quality about the neighborhood. Limited use for a home occupation is provided for in the Declarations. It will minimize traffic volumes, noise and visual intrusions. In addition, it will create a safer neighborhood. No structure of a temporary character, recreational vehicle, mobile home, trailer, boat trailer, basement, tent, shack, garage, barn or other out building will be used on any lot at any time as a residence either temporarily or permanently. Construction trailers and vehicles will be permitted during construction period. No clotheslines may be maintained on any lot.

Any driveway, public street, or parking area that may be in front of, adjacent to or part of any lot may not be used as a habitual parking place for trucks, trailers, mobile homes, recreational vehicles, boats or commercial vehicles except in specially designed areas approved by the DRC. The term "commercial vehicle" will include all automobiles, trucks and vehicular equipment, as well as station wagons or pickup trucks which bear signs or have printed on the sides of same reference to any commercial undertaking or enterprise.

No noxious or offensive activity shall be carried on upon any site, nor shall anything be done which cause embarrassment, discomfort, annoyance or nuisance.

Burning of trash, or construction materials shall not be allowed on any site at any time.

2.6 - CONSTRUCTION REQUIREMENT

During the period that a site and/or building is under construction the following minimum measures will be required to minimize disturbance to adjacent sites:

No lot is to be cleared or construction otherwise started without written approval of the plans for that lot by the DRC.

Before approval is given, the applicant must sign the Bent Oaks Subdivision Approved Builder and Exclusive Listing Agreement in which the applicant agrees to pay for any damage to street, curbs, common areas or adjoining lots occurring during the lot clearing, house construction or landscaping.

Approval by the DRC does not preclude the necessity for obtaining a Building Permit from the Liberty building inspector.

There will be no trespassing across the adjoining lot or common ground.

No dumping of construction materials, waste or trash shall occur in the Subdivision. Regular trash removal must be provided.

No loud music is allowed on any job site.

Contractors will assume complete responsibility for the actions of their workers as well as those of their sub-contractors.

No construction work will begin before 7:00 a.m. or continue after 7:00 p.m. To alleviate the noise factors and preserve the tranquility of the area, exterior construction work on new homes (i.e., foundations, framing, siding or roofing) is not permitted on Sundays. Interior work on new homes and normal maintenance on existing structures is permitted on Sundays.

3.0 - GENERAL BUILDING DESIGN STANDARDS

The Subdivision will be comprised of homes built in varying styles. It is the control of a few subtle details that will create a sense of cohesiveness in the development. The creation of a street wall will unify the street and so homes should all sit in the same relationship to the street. By regulating roof pitches, building colors and building modulations, the homes will blend into a total composition that has a comfortable feel and setbacks will reinforce the high level of quality that Bent Oaks represents.

3.1 - BUILDING DESIGN

The overall theme of Bent Oaks is quality and tastefulness. Each individual home, regardless of style, must represent these qualities as well. This can be achieved when each architectural statement is true to its style. The home must be of proper proportion with each of its components in relationship to the whole. Roof lines are particularly important in the relationship of proportion and scale to the design.

There should be no unnecessary additions, and the pitch must be appropriate to the style. Roofs must not be overscaled so as to overwhelm the house. Windows and door openings must be appropriately located and balanced, and be of a proper size. Window shutters are appropriate when sized to match window openings and mounted to appear functional. Details, such as cornices and fascias, must be of the particular style as well and appropriate to the overall composition.

Materials and their colors shall be representative of the style chosen for the home.

Site/Building Relationships

It is intended that a basic harmony of architecture will prevail amount the buildings so that no building will detract from the attractiveness of the overall environment.

The architectural character of each proposed building or structure will be in character with the overall theme of the Subdivision. To ensure this compliance, the DRC will review all proposed building submissions. Colors, materials, finishes, and building forms should be sensitively integrated with the particular landscape and topographical character of each site.

The site dimensions must be adequate to accommodate the proposed improvements, including the house, parking, drives, and screening. No house will be allowed to overwhelm its site.

3.2 - CONSTRUCTION STANDARDS

Minimum square footage requirements will be set forth for each phase. Phase I requirements are as follows:

Minimum Square Footage

- 2 Levels above ground-2800 square feet with 1600 square feet on 1st floor
- 1 1/2 Story- 2600 square feet with 1800 square feet on 1st floor
- 1 Level above ground-2400 square feet

The lower level (basement area and garage shall not be considered finished are to fulfill this square footage requirement. However, finished lower level living areas on hillside lots may be considered by the DRC.

Setbacks

- Front yard - 35' from front property line.
- Side yard - 15' from side property line.
- Rear yard - 30' from rear property line.

Additionally, all setbacks shown on any recorded plat must be complied with.

Colors and Materials

Limitations will be placed upon colors and materials allowed in the Subdivision as a means to ensure the quality and harmony of the environment as a whole. No individual house shall detract from the others or cause a distraction to the neighborhood.

The color of all exterior materials shall be approved by the DRC.

Window frames other than wood will be either anodized or electrostatically painted. Wood frames will be painted, sealed or stained.

Buildings will be faced on all sides with quality facing materials such as brick, stone, wood or stucco as approved by the DRC. The following materials are not allowed: exposed standard concrete block; simulated brick, stone or wood; metal windows. Prefabricated metal building are not allowed. Exposed foundations must be painted and those exceeding twelve (12") inches will be covered with the same quality facing material as the building.

Roofs shall be cedar shake, dimensional cedar wood shingles, slate or tile; no asphalt shingles are allowed.

Garages

Garages are to be given the same architectural treatment and be constructed of the same materials as the main structure.

Each residence must have an attached private fully enclosed garage. All garages shall be a side-entry unless the site will not accommodate it, and then it must be approved by the DRC. Garages shall have a minimum of space for 2 cars, and garages for over 4 cars must be approved by the DRC. The interior walls of all garages must finished in a quality material. No garage may be left open to the street for an extended period of time. No garage will be permitted to be enclosed for living or used for purposes other than storage of automobiles and related normal use.

3.3 - CONSTRUCTION LIMITATIONS

Alterations

No exterior alterations of any existing building may be permitted without the prior approval of the DRC. No second story additions are permitted. No additional windows, platforms, etc. which may invade the privacy of adjacent dwellings are permitted.

Excavation

No excavation will be made except in conjunction with construction of an improvement. When such improvement is completed, all exposed openings will be backfilled and graded.

Unfinished Work

Once commenced, construction will be diligently pursued to the end and it may not be left in a partly finished condition for more than 30 days without written approval from the DRC.

Destroyed Homes

Houses destroyed by fire or natural disaster must be demolished and/or removed from the premises within three months and new constructions started, weather permitting. The same standards and procedures shall apply as new construction. Partially burned or damaged property shall follow the same rules and standards.

4.0 - APPLICATION PROCEDURES

Submit a fully completed application to the DRC. Plans are always required, and they must be submitted in triplicate with the applications. Application forms are available from the DRC.

- (a) Schematic/Preliminary Design Submittal;
- (b) Construction Document Submittal; and
- (c) Remodeling, Additions, Landscaping, or Other Improvement Plan Submittal.

The applicant will submit elevations, material and color schedules as called for in the submittal and Application Form C. For landscaping plans, the applicant will submit a final site plan showing placement of all landscaping features.

4.1 - CERTIFICATE OF COMPLIANCE PROCEDURE

Applications for compliance may be obtained from the DRC. Applicants will receive their processed application in the mail from the DRC.

Approved plans are valid for 90 days from approval date and building permits must be obtained within 90 days of approval date.

It is required and fully expected that the applicant shall be responsible for the completion of the construction in a high quality, workmanlike manner, with environmental consideration as one of the primary concerns.

Upon completion of the construction or alteration, a written notice of completion must be sent to the DRC. The new construction or alteration will then be inspected for conformity with the approved application.

No unit shall be occupied until final inspections are performed by the Building Inspector and DRC Compliance Inspector. Evidence of inspections must be on file at the DRC office.

4.2 - BUILDING PERMITS

It is the responsibility of all builders to notify the DRC office of any changes of information on file with DRC.

Upon approval of final plans, it is required that a building permit be obtained from the DRC prior to commencement of any construction activity. Prior to issuance of a building permit, one set of drawings stamped with DRC approval will be required.

The DRC at its sole discretion may withhold issuance of a building permit to a contractor where a previous project by the contractor has not had a final inspection or where there exists a prior violation of the Design Standards or Declarations.

Each person or company who makes application for a Bent Oaks permit guarantees the Association that they will abide by the Rules and Regulations as established by the Design Review Committee.

4.3 - BUILDING INSPECTIONS

Regular inspections will be made by the DRC Compliance Inspector to ensure that the approved plans are compliance and that the Design Standards are being followed.

FORM A

**BENT OAKS HOMES ASSOCIATION DESIGN REVIEW COMMITTEE
CONSTRUCTION AGREEMENT (FOR NEW CONSTRUCTION)**

As a Bent Oaks prospective property owner and home builder, I/we have read the current Bent Oaks Design and Development Standards and the Declarations and the application form and fully understand the requirements of this construction submittal.

I/we understand that any change in the exterior from an approved submittal must be submitted to the DRC for approval.

I/we understand that I/we am/are responsible for all utility hook-up fees.

I/we assume responsibility for any and all damages by the contractor to adjacent homesites, common areas and my/our property.

I/we agree to comply with the Design and Development Standards and the Declarations.

PROSPECTIVE OWNER(S) SIGNATURES:

Date: _____, 19__

HOME BUILDER:

Company Name: _____

Date: _____, 19__

By _____

Address: _____

Lot Number and Block: _____

Building Setbacks: _____

FORM B

BENT OAKS HOMES ASSOCIATION DESIGN REVIEW COMMITTEE
CONSTRUCTION AGREEMENT (FOR ALTERATION/REMODEL/LANDSCAPING)

As a Subdivision homeowner(s) requesting an alteration/remodel or landscaping to the home at the homesite.

I/we, (print or type names) have read the current Design Standards and Declarations and the submittal form and fully understand the requirements of this construction submittal.

OWNER(S):

Date: _____, 19__

Address: _____

Lot Number and Block: _____

FORM C

- () Schematic/Preliminary Submittal Date
- () Construction Documents Submittal Date

**BENT OAKS HOMES ASSOCIATION DESIGN REVIEW COMMITTEE
SUBMITTAL FORM AND APPLICATION**

Project Location (Lot/Block): _____

Property Owner(s): _____

Address: _____

Telephone: _____

Architect/Designer: _____

Telephone: _____

Type of Submittal () New Construction () Alteration () Landscape Square footage of home:

The Design review Committee (DRC), as provided for in the Declaration of Easements, Covenants, Conditions and Restrictions of the Subdivision, exists at Bent Oaks to maintain standards for design development and use of homes and property. When constructing a home or remodeling an existing home, application is made to the DRC using this form. Completion of the following pages will provide the DRC with the information necessary to review the proposed construction for compliance with the Design Standards and Regulations. The Design Review Committee Chairman can be contacted for information and assistance.

Procedure for Obtaining Design review Committee Approval

A. Completion and submittal of this application no later than two weeks before the next scheduled meeting of the DRC.

Notice of action taken by the DRC will be mailed to applicants as soon as possible after each meeting.

B. Submittal of three sets of construction documents as outlined on the following pages.

C. A signed contract.

D. Stake-out and stringing of the proposed new construction. Flag trees that are to be removed.

The following is a list of items which MUST be included in Design Review Committee submittals and will be considered by the DRC prior to approval of any proposed construction.

****CHECK LIST FOR DOCUMENTS REQUIRED FOR SITE REVIEW PLAN**

- ___ *Minimum scale 1"=20'-0"
- ___ *Building locations (house, garage, deck, adjacent homes and structures)
- ___ *Line of proposed roof overhangs
- ___ *Property lines
- ___ *Direction of primary views
- ___ *Natural site topography
- ___ *Existing trees, shrubs, and other natural features, such as rock outcropping.
- ___ *Proposed removal trees (See note below)
- ___ *Privacy screening and/or service yard
- ___ *Outdoor lighting layout
- ___ *North arrow
- ___ *Setbacks and easements - sideyard, front and rear
- ___ *Drainage arrows
- ___ *Proposed final grade
- ___ *Elevations USGS
 - () Curb
 - () Top of foundation
 - () Basement floor level
- ___ *Construction staging and access areas
- ___ *Temporary structures
- ___ *Proposed landscape plan and description of plant

(Note: Dimension of the common areas surrounding the lot must be noted on the site plan)

Material and berm locations (if planned) may be submitted at a later date for approval.

A Bent Oaks tree cutting permit will be required with all plan submittals when cutting trees other than those necessary for removal within the building/home envelope and driveway area. This requirement has been determined necessary to assure compliance with BENT OAKS environmental concerns. The permit can be arranged through the DRC.

ARCHITECTURAL PLANS REQUIRED:

Floor Plans

- ___ *Minimum scale: 1/4" = 1'-0"
- ___ *Overall exterior dimensions
- ___ *Walls, partitions and stairways
- ___ *Type and locations of outdoor heating and cooling units
- ___ *North arrow
- ___ *Door and window openings
- ___ *Decks and porches

Elevations

- ___ *Building elevations showing all views
- ___ *Scale: Front elevation 1/4" = 1'-0". Other elevations can be 1/8" = 1'-0"
- ___ *Door and window openings
- ___ *All exterior building features
- ___ *Roof materials
- ___ *Type of materials (Samples may be required)
- ___ *Siding
- ___ *Fireplaces
- ___ *Railings
- ___ *Trims and faces (note sizes)
- ___ *House numbers
- ___ *Mechanical units
- ___ *Lights
- ___ *Decks
- ___ *Cornice and fascia details

***IMPORTANT:** Show the proposed structure's floorlines, wall heights, overall building height, foundation lines and the finish grade. Submit sample chip of exterior paint color.