

**Sweetwater Springs HOA, Inc.**  
**PO Box 954, Edmond, OK 73083**  
Website: [www.sweetwaterspringshoa.com](http://www.sweetwaterspringshoa.com)

In accordance with the recorded covenants, conditions, and restrictions of the Association, and in order to protect each individual lot owner's rights and values, it is required that any lot owner considering improvement of their deeded property including, but not limited to: patio covers, decks, outside buildings, fencing, building add-ons, etc., submit the following information to the Committee **prior to initiating work on the planned improvements:**

**\*\*\*One Form per Request\*\*\***

1. Improvement Request Form Completed and Signed by Homeowner. *(Not to include renters or builders)*
2. Material list, detailed building plans, detailed drawings, size of improvement and photos (if possible).
3. A copy of the site plan or a hand-drawn/computerized plan of your property showing the exact location of the improvement.

Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Who will perform the work on this improvement? \_\_\_\_\_

Briefly describe the improvement you propose: \_\_\_\_\_

In addition to a description to the information requested herein, the Architectural Review Committee may request additional or more detailed information or plans as it deems necessary to assist in making the approval decision. If you do not have a site plan or computerized image of the proposed improvement, please use the space below to diagram out the improvement to include property lines, footprint of your dwelling and any setbacks.

I understand that the Committee will act on this request within thirty (30) days of receipt and contact me in writing regarding their decision. I agree not to begin construction/installation without written approval from the Committee. I understand that all construction shall meet City/County code, and that Committee approval does not override City/County codes, but rather, is intended to work in conjunction with them.

\_\_\_\_\_/\_\_\_\_\_  
Homeowner's Signature                      Date                      Estimated Start Date                      Estimated Completion

PLEASE RETURN COMPLETED FORM TO ONE OF THE BOARD OF DIRECTOR COMMITTEE MEMBERS LISTED BELOW:

Steve Poe (405) 740-7252

Joe McNinch (405) 226-2518

sbpoe1957@cox.net

jdm4252@yahoo.com

-Or-

Sweetwater Springs HOA

Architectural Committee

PO Box 954

Edmond, OK 73083

Approved:

1. \_\_\_\_\_ Date \_\_\_\_\_

2. \_\_\_\_\_ Date \_\_\_\_\_

3. \_\_\_\_\_ Date \_\_\_\_\_