



GRIFFIN PARK

REQUEST FOR BUILDING COMMITTEE APPROVAL

Your new home is part of the Griffin Park Owners Association Inc (GPHOA). GPHOA is a mandatory homeowner’s association which includes recorded Covenants, Conditions & Restrictions (CC&Rs), By-Laws and Rules. **You must obtain Building Committee approval prior to beginning work on your project.** The CC&R section applicable to alteration of a Griffin Park home is:

7.24 Prohibition of Construction or Alteration Without Building Committee Approval. No building, structure, fence, wall, obstruction, balcony, screen, patio, patio cover, tent, awning, sheds, carport, carport cover, improvement or structure of any kind shall be commenced, erected, maintained upon the Property, rebuilt, altered, or improved, until same has been approved in writing by the Building Committee. Provided, should the Building Committee fail to act upon or specifically reject, within thirty (30) days, plans and designs properly submitted to it by a Class B Member, the plans and designs shall be deemed approved as submitted to the Building Committee.

1. **Please document the planned changes on a separate sheet and attach it to this application** (if applicable, attach sketch, drawing, layout, and /or color palette showing the requested change).
2. What is your schedule? Date your information when you provide it to the Building Committee representative. The investigation will officially begin when all requested information has been provided.
3. Describe the Improvement, Modification, or Change
4. Where is the planned change?
5. Provide a drawing if any structural changes are included
6. For structural, electrical, or mechanical changes to the home, an OKC Building Permit may be required, and the approval of the Building Committee will require review of the permit.
7. Include materials to be used, including paint or stain swatches.
8. **For Rooftop Solar Installations**, see the supplemental information on page 3.

Homeowner Information:

Name _____ Email Address _____
 Address _____ Phone _____
 Date of Request _____

Building Committee Information:

Disposition of Request: Approved by _____ Date: _____
 Denied by: _____ Date _____

Committee request for additional information:

If this request is denied the homeowner can request a meeting with the HOA Board of Directors at the next regularly scheduled HOA Board Meeting.



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Supplementary Notes:

1. The Building Committee reserves the right to ask for more information to achieve clarity on the application. Installation prior to proper approval is a violation of the CC&R's.
2. Approval by the Committee does not remove the requirement to obtain a building permit or other City, County, or agency approval or permits as may be required to allow the project to begin
3. The Committee has 30 days to provide a decision on your request but will make efforts to provide a prompt response
4. The Committee review process begins when all requested documents have been provided in writing per the above sheet. Verbal, text, or other inputs will not begin this timeframe.

Supplemental Information on Color Choices:

As stated in the CC&Rs, homes in Griffin Park were constructed to adhere “to the conformity and harmony of external design with existing structures in Griffin Park”. When modifying or painting your home or other structures, please select materials and/or colors similar to homes in your neighborhood. Choices of significantly different materials or colors may be denied by the Building Committee. In some cases, formal approval of nearby neighbors may be sufficient to obtain Building Committee approval. See **Ground Rules** below.

Painting of the bricks and stone on a residence is discouraged. If color choices are made within the palette of nearby homes, the Building Committee may ask the GPHOA Board for an exception and allow brick to be painted with nearby homeowner approval. See **Ground Rules** below.

Supplemental Information on Fences, Pergolas, or Addition of Other Structures:

Proposed changes that are visible to another neighbor may (at the discretion of the Building Committee) require formal approval of nearby neighbors who have a sightline to the changed or added elements. See **Ground Rules** below.

Supplemental Information on Fences on Griffin Park Blvd:

Refer to CC&R paragraph 7.21 for unique requirements for homeowners with lots and fences adjacent to Griffin Park Blvd. In the case of owners with **matching cedar cap and trim style fence**, requirements for materials used to maintain this type of fence are specified.



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Supplemental Information on Rooftop Solar Panel Installations:

Griffin Park HOA is open to homeowner’s purchase and operation of rooftop solar panels. This approval is only for owner occupied homes and subject to the provisions below.

1. The Building Committee must approve your installation proposal attached to this form prior to doing any work on the project.
 - a. The solar panel system must be installed on the portion(s) of the roof that do not face the street.
 - b. Panels must be black in color, with black, bronze, or silver trim.
 - c. Installation methods must support an active warranty.
 - d. The solar panel system cannot be higher than the roofline, unparallel to its slope, or extend beyond the edge of the roof.
 - e. If offered an agreement to purchase or lease a solar based power system, add the words “subject to approval of the Griffin Park HOA Building Committee” to your agreement prior to signature.
 - f. The homeowner must maintain insurance coverage for the solar panels and must promptly repair any observable damage.
 - g. Non-functioning solar panels must be removed from the roof.

2. The Building Committee advises the homeowner to get the roof inspected prior to installing solar panels.

Supplementary Owner Agreement for Solar Panel installations.

Homeowner

Name(s) _____

Date _____

I agree to the above requirements for my Solar Panel System installation.

Initial _____

Homeowners Signature(s) _____



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Ground Rules for Nearby Neighbor Approval.

Determine whether the Building Committee or Board has recommended that you proceed with Nearby Neighbor Approval (see the Committee Recommendation for next request section on page 1 above). If you have been asked to obtain approval from neighbors who can see the changes that you propose, proceed as follows.

1. Prepare a sheet of paper with a summary of proposed changes
2. List name and address of each neighbor
3. Ask each neighbor to
 - a. Print and sign their name
 - b. Write the words "Proposed Change Approved"
 - c. Write the date
4. *FOR PAINT COLOR CHANGES: Neighbors to be included on the list are the 2 adjacent homes, the 3 homes across the street (including the home directly across from your home, and the 2 homes adjacent to it). If the changes are visible to neighbors to the rear of your home, add them to your list (including the home directly behind your home, and the 2 homes adjacent to it).*
 - a. *If your lot is a corner lot or has other special circumstances, please ask the Building Committee representative for advice.*
5. *FOR OTHER STRUCTURES CHANGES: Neighbors to be included on the list are those with a sightline to the changes.*
6. After receipt of Nearby Neighbor Approval, please resubmit your application including the approval sheets.