

Ranch Oaks HOA/Valley Ranch Home Improvement Application

Owner/Applicant: _____ Day Phone: _____

Property Address: _____

Email: _____

Contractor Name: _____ Day Phone: _____

Proposed Start Date: _____ Proposed Completion Date: _____

Type of Improvement: **(A separate application must be completed for each additional improvement).**

_____ Arbor/Pergola	_____ Fence/Retaining Wall
_____ Patio Cover (shingled roof)	_____ Roof Replacement/Solar Vents
_____ Room Addition	_____ Landscape/Landscape Edging/Tree
_____ Outdoor Space (Kitchen, Fireplace, Decking)	_____ Sports/Play Equipment
_____ Concrete Extension, Walkway, Driveway	_____ Exterior Lighting
_____ Retractable Screen/Shade Structure	_____ Exterior Color
_____ Swimming Pool/Spa	_____ Front Door/Screen Door I
_____ Other	

Description: _____

No work may begin without the prior written approval of the Ranch Oaks and Valley Ranch Architectural Review Committees. Written notification of the ARCs' decisions will be supplied to the Homeowner within thirty (30) days after receipt of all required information from the Homeowner. The Homeowner is responsible for ensuring that approved work is constructed and/or installed as outlined in the written response from the ARC. All approved work must be completed within 180 days of written approval. Any approved work not completed within 180 days of written approval will require the Homeowner to resubmit for approval.

The Homeowner has read and understands the Design Guidelines and applicable provisions of the Declarations of Covenants, Conditions and Restrictions for the Ranch Oaks HOA and Valley Ranch Master Association concerning design, modification and construction. The Homeowner shall be responsible for complying with all City of Irving Codes and Ordinances and obtaining necessary permits and approval to conduct work prior to commencing work.

Homeowner acknowledges that he/she has read, understands and agrees with the above provisions and that this application is complete as submitted.

Homeowner's Signature

Date

All completed applications must be mailed or emailed to the Ranch Oaks Homeowner's Association.

Ranch Oaks Homeowners Association
9400 N. MacArthur Blvd., Suite 124-720
Irving, TX 75063

If approved, the Ranch Oaks HOA will forward the application to the Valley Ranch Association for their review. Incomplete submissions will NOT be accepted for review and will be returned.

Ranch Oaks HOA/Valley Ranch Home Improvement Application

Home Improvement Application Requirements

Homeowners must include the following with the Home improvement Application as applicable. All submissions must be clear, concise and understandable enough for the ARC to make an informed decision.

Arbors/Pergolas/Patio Extensions/Additions/Outdoor Spaces/Concrete Extensions

- Plot plan is required. Location of addition must be clearly marked on plot plan.
- Dimensions, list of material, color samples, elevation drawings, and square footage must be provided.
- Submit color of stone & concrete overlays. Samples or pictures must be provided.
- \$200 application fee.

Fences

- Plot plan is required. Location of fence must be clearly marked/highlighted on plot plan.
- Signed Valley Ranch Fence Guideline Signature Sheet.
- Contractor's proposal that shows materials used, Top Cap, Border, stain/paint color, and height of fence
- Stain/Paint sample is required.

Landscape/Landscape Edging/Trees

- Plot plan is required. Location of landscape plans must be marked on the plot plan.
- Plants/Trees/Species need to be listed, spacing between plants & sizes of plants/trees.
- Landscape edging samples need to be provided.

Swimming Pools/Spas

- Plot plan is required. Location of swimming pool/spa must be marked on the plot plan.
- Dimensions, list of materials, elevation drawings, and square footage must be provided.
- Plans to screen pool equipment and pool drainage plans must be provided.
- \$100 application fee. \$1000 refundable deposit (provided that swimming pool is constructed as submitted per Valley Ranch Design Guidelines).

Roof Replacement

- Signed Valley Ranch Roof Guideline Signature Sheet.
- Contractor's proposal that shows Manufacturer' Warranty (30 year/Lifetime required), Color, and Brand of Shingle.
- Shingle sample is required (if submitting for any color other than Weathered Wood in GAF/ELK, Tamko. or Atlas Pinnacle).

Solar Vents/Solar Panels

- Signed Valley Ranch Solar Panel Guideline Signature Sheet.
- Dimensions, picture, product details, # of solar vents and location of vents on roof must be provided.

Exterior Paint

- Paint Samples are required. Submitting two color choices is suggested.

Other

- Samples/Pictures/Dimensions are required for the following items: fountains, decorative yard items, doors (front, storm, screen, etc.), retractable screen/awning, exterior lighting

Please note: Incomplete submissions will not be accepted for review and will be returned.