



## AVENBURY LAKES ARCHITECTURAL STANDARD Room Addition in Patio Area Without Prior Sunroom

Board Reviewed and Approved – 11/16/23

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### **Room Additions must be built by a professional, licensed and bonded contractor.**

Contractor must be bonded and licensed by the City of Avon.

### **The proposed room addition must be constructed to look like the existing properties located in The Avenbury Lakes neighborhoods.**

The items listed below must accompany the Request Form BEFORE the Architectural Committee will accept the request for review and approval. After approval by the Architectural Committee the request goes to the Board for their review and approval.

Once approved by the Board you will receive a letter to proceed with your project.

After the project is completed, you must notify the Architectural Committee for inspection.

This project will then be included in your homeowner's information at the Information Office.

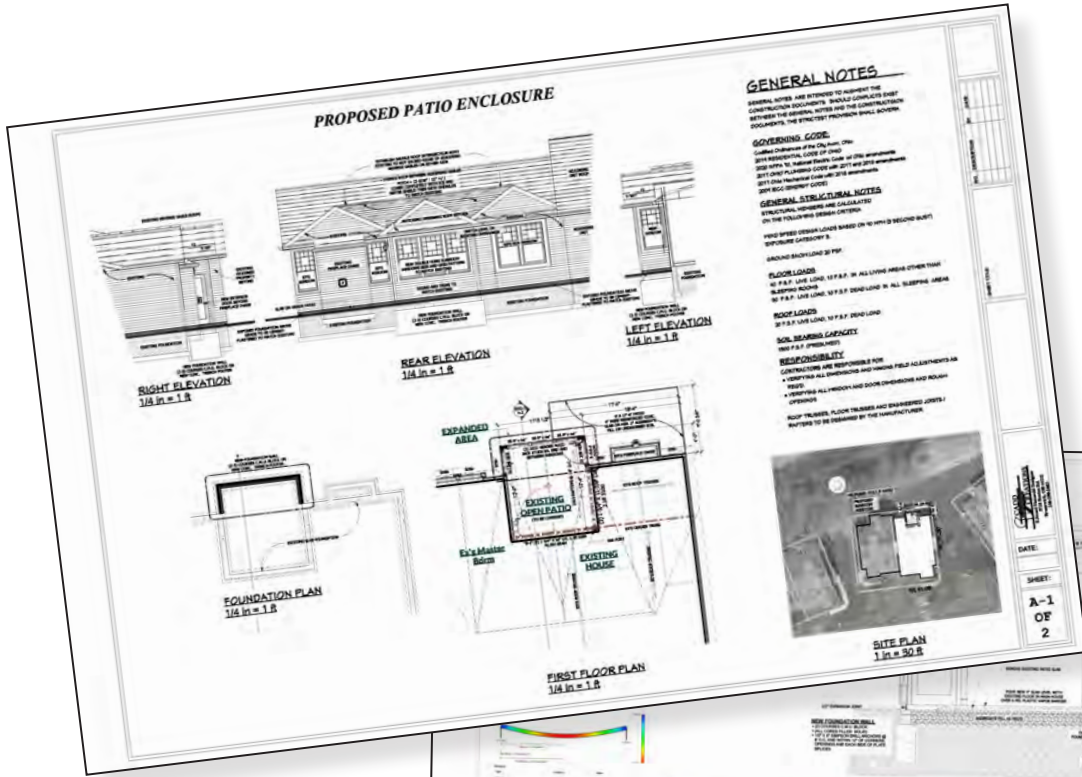
### **Items that MUST accompany Modification Request**

1. A proposal from the contractor detailing the entire scope of the project, the start date and the length of time to complete the project.
2. Blueprints & 3-D rendering of the room addition must be provided by a licensed architect. The blueprints should specify all the details required for the room addition, such as: the roof tie-in, method for addressing water/snow in valleys, electrical wiring, drain tie-in, footers, window & door styles and placements, outdoor lighting, side concrete patio installation. The 3-D rendering should show the finished room attached to the existing structure. Note: the shingles, siding, windows and trim must match the size, style & color of the existing standards. Any damage to the common area surrounding the structure must be restored to the original condition.
4. Proof of homeowners insurance must be filed with the Avenbury Lakes Information Office.
5. A copy of Building Permit from the City of Avon must be provided before work begins.
6. Forms Necessary for Approval – Copies are on following pages
  - Memorandum of Understanding
  - Letter of acknowledgment from owners on either side

### **Homeowner Responsibility**

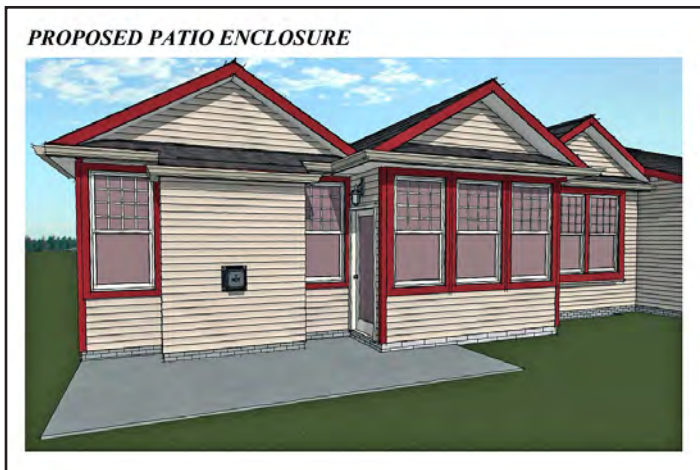
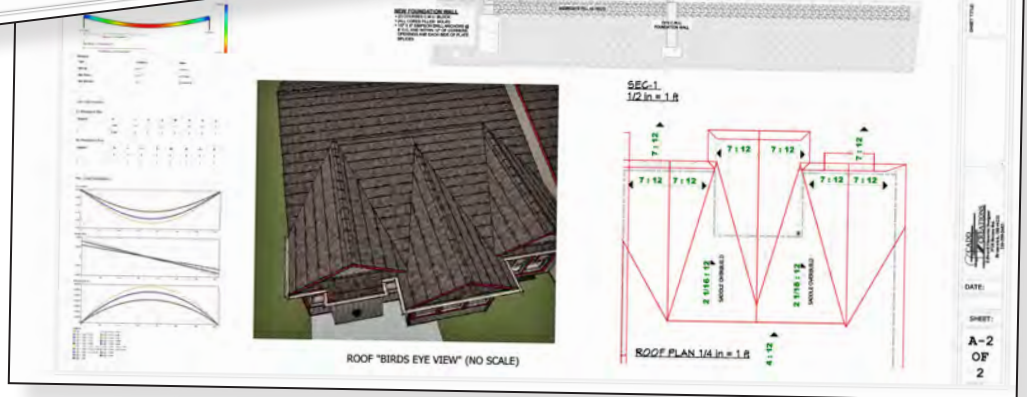
- Homeowner assumes all liability for installation, maintenance and repair.
- A copy of your complete Modification Request will be placed in resident's permanent file.
- Homeowner must contact Information Center when project is complete so a committee member can do a final inspection.
- Resident should keep a copy in their homeowner records, as these conditions will be binding on future owners.

# Samples of visual materials to submit to the Architectural Committee for review



Blueprints from your architect detailing the proposed construction

3D renderings from your architect showing how the the proposed construction ties into the existing structure





**Avenbury Lakes Homeowners Association**

*Board of Directors Approved 11/16/23*

**MEMORANDUM OF UNDERSTANDING**

Resident name and address request Board approval to construct a type of room addition.

Following are the items of understanding.

1. Exterior – Full compliance with Avenbury Lakes Home Owners Association (ALHOA) Standards.
  - a. Shingles - Contractor Name
  - b. Siding & Trim - Contractor Name
  - c. Windows & Doors - Contractor Name
2. Obtain Building Permit from City of Avon.
3. All construction must pass City of Avon Building Codes.
4. Submit Bonding & Insurance
  - a. Documents must insure completion of project as stated and at no cost to the ALHOA.
5. Neighbor notification stating they have no objection to the project.
6. Homeowner Restoration of Grounds Responsibility
  - a. Upon completion of project, the “common area” will be restored to original look.
  - b. Upon completion of project the “mulch area” will be completed as approved by the Landscape Committee and the Board.
7. It is the responsibility of the homeowner to repair, maintain or replace any part of the addition stated in the *ALHOA Revised Handbook of Information Responsibilities, Rules and Regulations H-3*.
8. It is the responsibility of the homeowner to care for and maintain the relocation patio as stated in the *ALHOA Revised Handbook of Information, Responsibilities, Rules and Regulations M-5*.
9. Any damage to the primary building, or any neighboring structure, caused by the addition, now or in the future, will be the responsibility of the homeowner executing this Memorandum of Understanding.
10. Completion date for project as submitted and approved shall be Date to be completed.

Resident Signature

Date

Resident Signature

Date

ALHOA President Signature

Date



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Avenbury Lakes HOA -- 2122 Southampton Lane -- Avon, OH 44011 -- Phone (440)937-9441 -- Fax (440)937-9453

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**Neighbor Acknowledgement of Architecture Modification**

Date: \_\_\_\_\_

Homeowners/Residents (print name/s): \_\_\_\_\_  
\_\_\_\_\_

Address of Modification: \_\_\_\_\_

**To: Avenbury Lakes Architectural Committee and the ALHOA Board:**

I (we) have reviewed our neighbor's request for:

\_\_\_\_\_ **New Security Lighting** (may or may not include a motion sensor, security camera, and/or alarm siren)

\_\_\_\_\_ **New construction addition to property** (may include addition of sunroom and/or relocation or addition of patio)

\_\_\_\_\_ **New generator** (an additional 2-hour "break-in" period is typically needed upon initial installation -- afterwards it is necessary to run approximately 15 minutes each week to maintain)

Neighbor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Neighbor's Address: \_\_\_\_\_

Neighbor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Neighbor's Address: \_\_\_\_\_

Neighbor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Neighbor's Address: \_\_\_\_\_