

# MEADOWLARK LAKES AND VILLAS HOA ARCHITECTURAL REVIEW REQUEST

Return to –  
Kirkpatrick Management Co. Inc. • 5702 Kirkpatrick Way • Indianapolis, IN 46220  
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The following changes DO NOT require submission of this form or approval by the Architectural Review Committee (ARC). **ALL OTHER IMPROVEMENTS** must be submitted for approval. Work cannot be started until you receive the approval letter.

**Landscaping:**

- Flower beds, Flowers, Shrubs, Mulch, Decorative Edging, and small Ornamental Trees installed within 6 feet of a home's foundation. Also allowed are Flower beds, low-growing Flowers, Mulch, and Edging around mailboxes as long as they do not block the house number on the mailbox (USPS requirement), and around Utility Boxes in your yard so long as they do not inhibit a Service Technician's access to the box.
- Replacement of existing Trees as long as they are planted in the same place. (*New full-size Trees MUST have ARC approval.*)

**Exterior:**

- New Storm Door or Security Door so long as they are the same or similar to the current colors on your home and are harmonious with the neighborhood.
- Replacement (or painting) of existing Doors, Storm Doors, Garage Doors, Windows, Shutters, Siding and Roof so long as they are the same or similar to the current color and are harmonious with the neighborhood. (*Any deviation from the color or materials requires ARC approval.*)
- Replacement of existing Pergolas, Patios, Decks, Awnings, Patio Dividers, and Fences as long as they occupy the same space, are the same or similar to the current color and materials, and are harmonious with the neighborhood. (*Any deviation from the size, color, or materials requires ARC approval.*)
- Replacement of existing Satellite Dish so long as it is in the same position and located at least 10 ft. from the front of the home. Old dish must be removed. (*If a new satellite dish is needed, you MUST have ARC approval.*)

**NOTE: ARC has reinstated the policy that for any fencing that could block a neighbor's view of the ponds or common grounds, that neighbor MUST sign off on the request, giving their approval.**

➔ Use "Tab" to move from field to field and complete all applicable information. The Name, Address, Date entries will pre-fill fields for you. ALL fields from page 1 to the top of page 4 are required.

**For improvements requiring approval**, complete items 1-7 and the easement/utility access waiver.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

2. Briefly describe the proposed change:

3. Will there be changes or modifications in basic utility services or existing structures to accommodate the proposed change? (*type "x" in the appropriate fields*)

	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Electric	_____	_____	Exterior Walls	_____	_____
Telephone	_____	_____	Patio Fencing	_____	_____
Gas	_____	_____	Patio Slab	_____	_____
Water	_____	_____	Sidewalks	_____	_____
Sewage	_____	_____	Pavements	_____	_____
TV Cable	_____	_____	Other _____		

4. Please list below the major construction material which will be used in this project. Be as specific as possible. (*Exterior materials must conform to those used on the original building or be sufficiently compatible.*)
  
5. No project can extend beyond your property line. If any tree, bush, landscaping or structure is found to be in any common area, the homeowner will be asked to remove it. If the homeowner fails to comply with said request, the Board of Directors will have said item(s) moved and the expense will be charged to the homeowner.
  
6. If the proposed project is an addition or alteration that would change the structural appearance of your residence please attach the following information:
  - a. Blueprints or working drawings indicating all necessary dimensions and elevations.
  - b. If available, a photograph or drawing of a similar completed project.
  
7. Project schedule:
  - a. The project will be done by: (*type "x" in the appropriate fields*)
 

_____	Homeowner	
_____	Contractor	Name _____
_____	Both	
  - b. Please indicate the approximate time needed to complete the project, subsequent to the committee approval. \_\_\_\_\_.
  - c. Please indicate any building permits that will be required.

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(Building permits, if required, are strictly the responsibility of the homeowner)

*All submitted material shall remain the property of the Association. You may wish to make a copy for your personal records.*

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ARCHITECTURAL CONTROL STANDARDS SET FORTH BY THE COMMITTEE AND THE COMMUNITY GOVERNING DOCUMENTS.

\*Homeowner's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

**EASEMENT & UTILITY ACCESS WAIVER**

This document is an acknowledgement that I, \_\_\_\_\_, the owner of the property located at \_\_\_\_\_, of the Meadowlark Lakes and Villas HOA will be installing an improvement that could extend into the drainage easement or possibly could block access to utility meters or equipment. I will accept full responsibility of any cost to remove and/or replace this improvement if the utility company, association, or the developer requires access to that area.

\*Signed by Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Acknowledged/Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_

*\*=Homeowner: The digital signature entered in this document gives my permission to process this document as though it was signed by my own hand.*

*\*\*=Witness: The digital signature entered in this document represents my witness to the homeowner's signature.*

HOMEOWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE  
COMMITTEE ONLY**

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**Committee Action:** *(click in the appropriate box; then complete the explanation fields if needed)*

Approved as submitted

Approved as revised

Revisions/conditions:

Deferred

Additional information required:

Other:

Denied

Comments:

Signed: \_\_\_\_\_  
Chairman, Architectural Review Committee

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

## ARC CHECKLIST

For "New" improvements, this information must be submitted with the request form:

- \_\_\_\_\_ Detailed description of the color, material and size of your improvement.
- \_\_\_\_\_ Picture of the item (e.g., fence, door, pergola, paver color/style, tree, etc.).
- \_\_\_\_\_ Name of the contractor and, if available, their specifications/drawings.
- \_\_\_\_\_ If a fence, have you secured your neighbor's approval? *(new 9/3/21)*
- \_\_\_\_\_ Copy of the official **Plot Plan** showing exact location of the New improvement. For New fencing, patios and pergolas, you must indicate the size of the yard and the size of the improvement on the **Plot Plan**, to show the relationship to your lot dimensions. For landscaping, you must show the location of the New trees being planted.



**NOTE:** Unlike a Plat Plan, which shows the division of an entire neighborhood, a **Plot Plan** shows an individual area, such as your lot and home. Your **Plot Plan** is what is required with your ARC form submission. *(new 6/14/17)*

**To obtain a copy of your Plot Plan, use one of these sources:**

- \*A Plot Plan should be with the paperwork you received when you purchased your home. Make a copy of it.
- \*Plainfield Town Hall, 206 W. Main St., Plainfield, IN 46168, (317) -839-2561
- \*Banning Engineering at: 853 Columbia Road # 101, Plainfield, IN 46168  
Phone: (317) 707-3700, [Banning@BanningEngineering.com](mailto:Banning@BanningEngineering.com) *(new 6/14/17)*

### **IMPORTANT:**

- *For a "New" improvement, a Plot Plan indicating the location and dimensions of the project must be included with your Architectural Request for Change form. This includes location of all "New" trees you want to plant. Your request will not be considered if a Plot Plan is not included.*
- *The Meadowlark Lakes Architectural Review Committee (ARC) will not review any request until ALL materials are provided.*
- *Once all materials are received by ARC, this request will be processed within 5 to 10 business days.*
- *Work **should not be started** until you have received an approval response from ARC/Kirkpatrick. You then have one year to complete the improvement.*
- *If work is started on an improvement without submission and/or approval by ARC, the Meadowlark Board of Directors has the right to halt the project until the request is received and approved, and to ask for its removal if it does not meet our Covenant standards.*