

## ***Sunflower Gardens' HOA Design Committee***

The Design Committee's function is to assist owners and occupants of Sunflower Gardens with directives from the Covenants, Conditions and Restrictions (CC&R) regarding: landscaping "outside the Five-foot Strip" (CC&R Section 5.1 pg 13-14), observance of easements, general exterior maintenance, i.e., light fixtures, mailboxes, etc., according to the governing documents that were executed with conveying title of purchase of a home in Sunflower Gardens (CC&R Section 2 -2.4 pg. 6).

The Committee asks that Owners and Renters review the CC&R documents before beginning any new projects on the property. The CC&R document is included in the folder with the By-Laws. They are very precise. You personally received new amended and updated folders from your Board and Design Committee Members.

The committee has developed forms for individuals to implement changes or repairs. The forms insure Sunflower Gardens retains its standing in the community. Every individual must submit these forms to obtain approval to begin your projected plan. You can obtain the forms from Jamar Property Management via e-mail or posted mail [jamarproperties@yahoo.com](mailto:jamarproperties@yahoo.com) Attention: Leasa or 318 East Third Street, Bloomington, IN 47407; (812) 330-8655.

Return all completed forms to Tim Callahan, Design Committee Chair, at [tim.calla@gmail.com](mailto:tim.calla@gmail.com) or 2639 Sunflower Drive. You will receive a response to your request within 15 days.

*Thank you all for your support,*

*Sunflower Gardens Home Owners Association Design Committee*

**SUNFLOWER GARDENS HOMEOWNERS' ASSOCIATION**  
**Design Committee Form Approval Application**

Please return all required and completed pages, **either** hand deliver to:

2639 S Sunflower Dr **OR**

**Email:** [tim.calla@gmail.com](mailto:tim.calla@gmail.com)

Date \_\_\_\_\_

Homeowner's Lot # \_\_\_\_\_

Homeowner's name \_\_\_\_\_

Address \_\_\_\_\_

Contact Number (\_\_\_\_) \_\_\_\_\_

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

Project title \_\_\_\_\_

Architect or Contractor (if applicable)

Information \_\_\_\_\_

Proposed Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

Results of the Design Committee's Review of Application

Design Committee Members in Attendance \_\_\_\_\_

Application is:

- Approved at Presented – See Attached Letter from DC
- Conditions of Approval – See Attached letter from DC
- Disapproved and Returned to Owner – See Attached letter from DC

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**For DC USE ONLY**

DC Date received \_\_\_\_\_ By Whom \_\_\_\_\_

Approval/Disapproval to Application: Date: \_\_\_\_\_ By Whom: \_\_\_\_\_

**SUNFLOWER GARDENS HOMEOWNERS' ASSOCIATION**  
**Design Committee Form Approval Application**

Lot#

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

Description of Work: \_\_\_\_\_

### Design Committee Comment Space:

**SUNFLOWER GARDENS HOMEOWNERS' ASSOCIATION**  
**Design Committee Form Approval Application**

As the requesting homeowner, I understand and agree to the following:

1. **Work:** No work pertaining to this request shall commence until I have received written approval from the Design Committee (DC)
2. **Completion Date:** All work and improvements approved by the DC must be completed within ninety (90) days after approval. Failure to complete the work within the prescribed period of time will cause the approval to be rescinded and resubmission will be required. Any extenuating circumstances for an extension should be brought to the attention of the DC.
3. **That the “Conditions of Approval” Section of the Design Committee shall apply to any approval, and the conditions must be met prior to commencing work.**
4. **That I will also be aware of the following:**
  - a. Neighboring homeowners affected by the improvements (those on either side, in back of, in front of, or opposite to me) must be advised of all proposed work.
  - b. Should any homeowner disapprove, they may so indicate on this form or may send a written communication to [tim.calla@gmail.com](mailto:tim.calla@gmail.com).
  - c. An impacted homeowner does not have veto power over the proposed project; rather the concerns are a factor to be considered by the DC.
  - d. Unoccupied neighboring homes must be signed off by the property holder.
  - e. Homeowner Association dues are paid in full.
  - f. Remember to check with utility companies before digging.

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**Signature of Owner(s)**

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**Date**

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**(Right Side) Neighbor's Name & Address**

**Yes**

**No**

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**Signature**

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**(Left Side) Neighbor's Name & Address**

**Yes**

**No**

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**Signature**

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**(Rear Side) Neighbor's Name & Address**

**Yes**

**No**

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**Signature**

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**(Front Side) Neighbor's Name & Address**

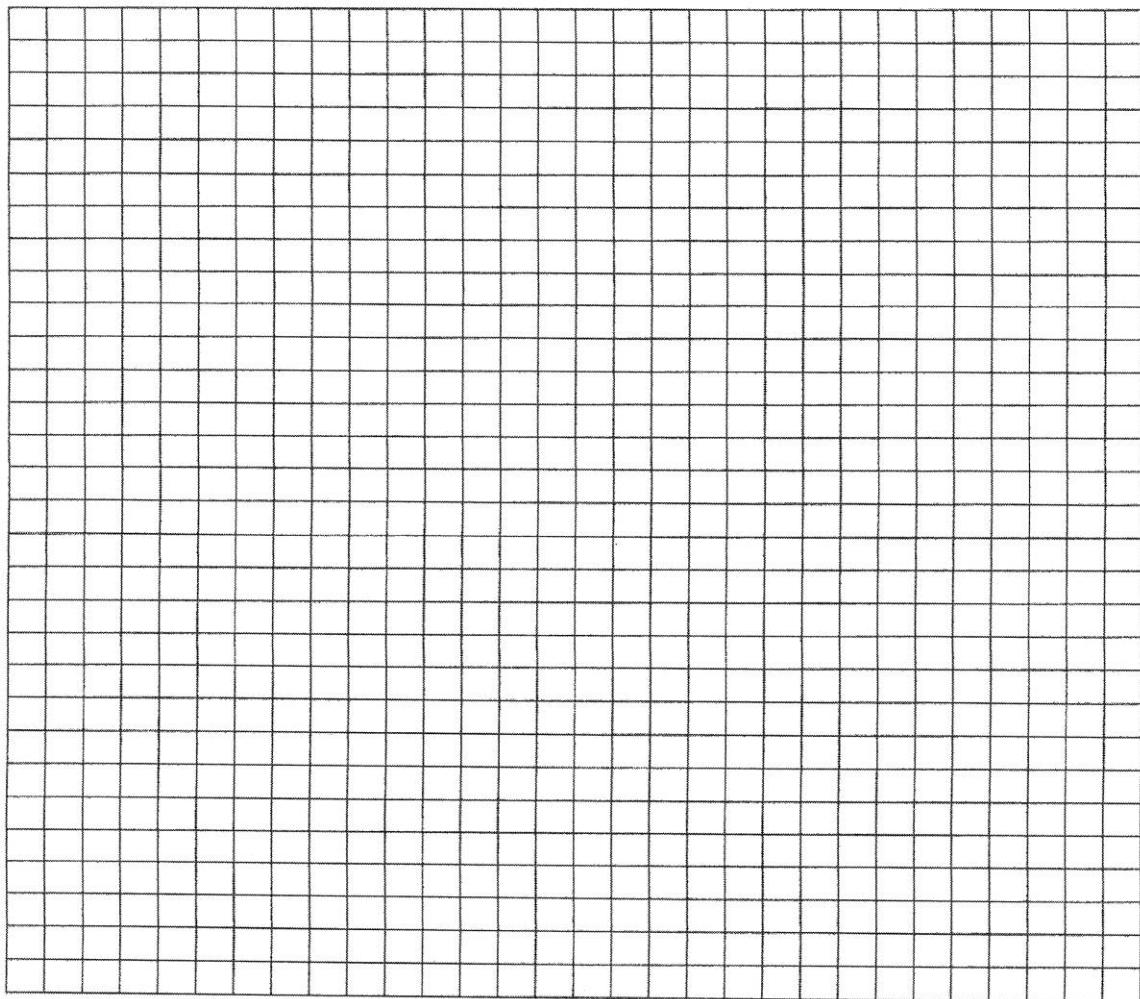
**Yes**

**No**

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**Signature**

**SUNFLOWER GARDENS HOMEOWNERS' ASSOCIATION**  
**Design Committee Form Approval Application**



Scale: 1 Square is approximately \_\_\_\_\_ ft. (Please fill in scale)