

The Summerfield HOA Design Committee Welcomes You!

On behalf of the new Summerfield Design Committee, we would like to welcome you to our community.

Over the years, the HOA Board has received questions related to homeowners interested in or concerned about enhancing the exterior of their homes. To assist in fielding some of those questions, homeowners voted to implement a design committee at the 2017 Annual Meeting. The role of the Design Committee is to field questions and initial requests from homeowners and help to standardize the process of making changes to the homes in our community in coordination with the HOA Bylaws and Covenants, Conditions, and Restrictions (CC&Rs). The Design Committee will make initial recommendations prior to passing requests to the Board for final review and will communicate with the homeowner(s) regarding any status updates to their requests.

Some of the primary issues that have arisen at Annual Meetings and among residents over the years have included:

- Overnight street parking for consecutive nights and parking in front of fire hydrants,
- Holiday lights/ornaments – which will be permitted from October 15 through March 1,
- Outdoor clothes lines,
- Fences/landscaping – which should extend no more than 5 feet from the edge of your building or should be maintained the way they were constructed by the builder
- And satellite dishes for which homeowners will be subject to removal or repair costs upon moving from the community.

In order to uphold a cohesive aesthetic to our homes and keep our HOA fees low, the Board and Design Committee have agreed that homeowners may be subject to warning letters and/or fines for those who are in violation of any of the policies included in the Bylaws or CC&Rs. Fines will begin at \$75 for each violation and will double every thirty (30) days thereafter if unpaid. Each instance will be monitored and reviewed on a case-by-case basis.

To help maintain the integrity of our neighborhood and the value of our homes, all homeowners are encouraged to complete the Design Committee Request Form for any future changes to the exterior of their homes. And unless in current violation of the Bylaws or CC&Rs, whether permanent or temporary structure, all home projects instituted prior to September 1, 2018 shall be considered “grandfathered in.”

For your convenience, this packet includes:

- The Summerfield HOA Design Committee Request Form with instructions on how to submit your form electronically or in person
- The request form signature page for the courtesy of your neighbors who may be affected by any work you would like to conduct on your home
- A map of square footage

The Design Committee’s purpose is not to subject homeowners to punitive means; rather, we hope you will work with us collaboratively to avoid community issues moving forward. Should you have any questions, please do not hesitate to contact us via email at SummerfieldDesignCommittee@gmail.com. We would be happy to explain more about our role and respond to your questions, even if you are unsure if the request form is needed for your future plans.

Sincerely,

The 2018 Summerfield HOA Design Committee

Summerfield HOA Design Committee Request Form

The Summerfield HOA Design Committee's function is to assist owners and occupants of Summerfield with directives from the Covenants, Conditions, and Restrictions (CC&Rs) regarding: landscaping, observance of easements, general exterior maintenance (e.g., light fixtures, mailboxes, changes to siding/shutters/front door, etc.), according to the governing documents that were executed with conveying title of purchase of a home in Summerfield.

The Design 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 welcome packet issued by the HOA Board to all members of the community.

The Committee has developed a form for individuals to implement changes or repairs. The form insures that Summerfield retains its standing in the community. Every individual must submit this form to obtain approval to begin your projected plan.

Obtaining a Design Committee Request Form

There is no fee to submit the Design Committee Request Form. Changes to the property without prior approval may otherwise be subject to a fine added to owner's associate fees. A paper copy of the form accompanies this cover sheet. However, should you wish to complete the process online – which will result in faster processing – you can do so by completing the online version of this form, which can be found at <https://www.jamarproperties.com/summerfield/>.

You can obtain an additional paper copy of the form from Jamar Property Management in person (contact them directly at (812)330-8655 for updates to their physical address), or contact the Design Committee directly at SummerfieldDesignCommittee@gmail.com.

Submitting Your Form

If you complete your form on paper: You can either submit it in person to Jamar Property Management, *or* mail it to Jamar Property Management c/o Summerfield HOA Design Committee at PO Box 7902, Bloomington, IN 47407, *or* via email by scanning and attaching a copy to an email addressed to the Design Committee at SummerfieldDesignCommittee@gmail.com

If you complete your form online: The form can be filled in electronically from Jamar's website, but you will need to e-mail the completed form and additional documents via email to the Design Committee at SummerfieldDesignCommittee@gmail.com.

Review Process

Review of your request is a 2-step process, during which time, the Design Committee will keep you informed of the status of your request:

- 1) Once you have submitted your form accompanied by the appropriate documents, the Design Committee will conduct an initial review.
- 2) After the Design Committee has conducted its initial review, your request will then be submitted to the HOA Board for a final review. The entire process may take up to 3-4 weeks, depending on the request, during which time the Design Committee will keep you informed of the status of your request.

Should you have any questions regarding the status of your submission or the form itself, please contact the Summerfield HOA Design Committee at SummerfieldDesignCommittee@gmail.com.

Thank you for all your support,

The Summerfield HOA Design Committee

Summerfield HOA Design Committee Request Form

Please return all required and completed documents, **either** in person to Jamar Property Management, or via mail to Jamar Property Management c/o Summerfield Design Committee to PO Box 7902, Bloomington, IN 47407, or via email the Design Committee at SummerfieldDesignCommittee@gmail.com.

Date: _____

Homeowner's Name(s): _____

Address: _____

Contact Number: (_____) _____

E-mail Address: _____

Project Type (e.g., light fixtures, mailboxes, changes to siding/shutters/front door):

Architect or Contractor Information if applicable
(company name and phone number):

Proposed Start Date: _____

Estimated Completion Date (should be within 90 days of start date) _____

Description of Work: _____

****Please also include any additional documentation (e.g., building permit, sketches with measurements, blueprints, etc.)**

Summerfield HOA Design Committee Request Form
Signature Page

This page must be sent in accompaniment with the Design Committee Request Form

As the requesting homeowner(s), 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 HOA Board
2. **Completion Date:** All work and improvements approved by the HOA Board must be started and completed within ninety (90) days after approval. *If the project is not completed within 90 days, I must submit written communication to the Design Committee (SummerfieldDesignCommittee@gmail.com) with an explanation of the extenuating circumstances and a new completion date.* If applicable, I will also include any additional changes to my work plan (e.g., new contractor) and will await approval to my extension before moving forward.
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. Homeowners Association dues are paid in full.
 - b. Remember to check with utility companies before digging (Indiana 811)
 - c. Neighboring homeowners affected by the improvements (those on either side, in back, in back of, in front of, or opposite from me) must be advised of all proposed work
 - d. Should any homeowner disapprove, they may indicate so on this form or may send a written communication to the Design Committee at SummerfieldDesignCommittee@gmail.com
 - e. Any affected homeowner does **not** have the veto power over the proposed project; rather the concerns are a factor to be considered by the Design Committee
 - f. Unoccupied neighboring homes must be signed off by the property holder

Signature of Owner

Date

(Right side) Neighbor’s Name & Address

YES

NO

Signature

(Left side) Neighbor’s Name & Address

YES

NO

Signature

(Rear side) Neighbor’s Name & Address

YES

NO

Signature

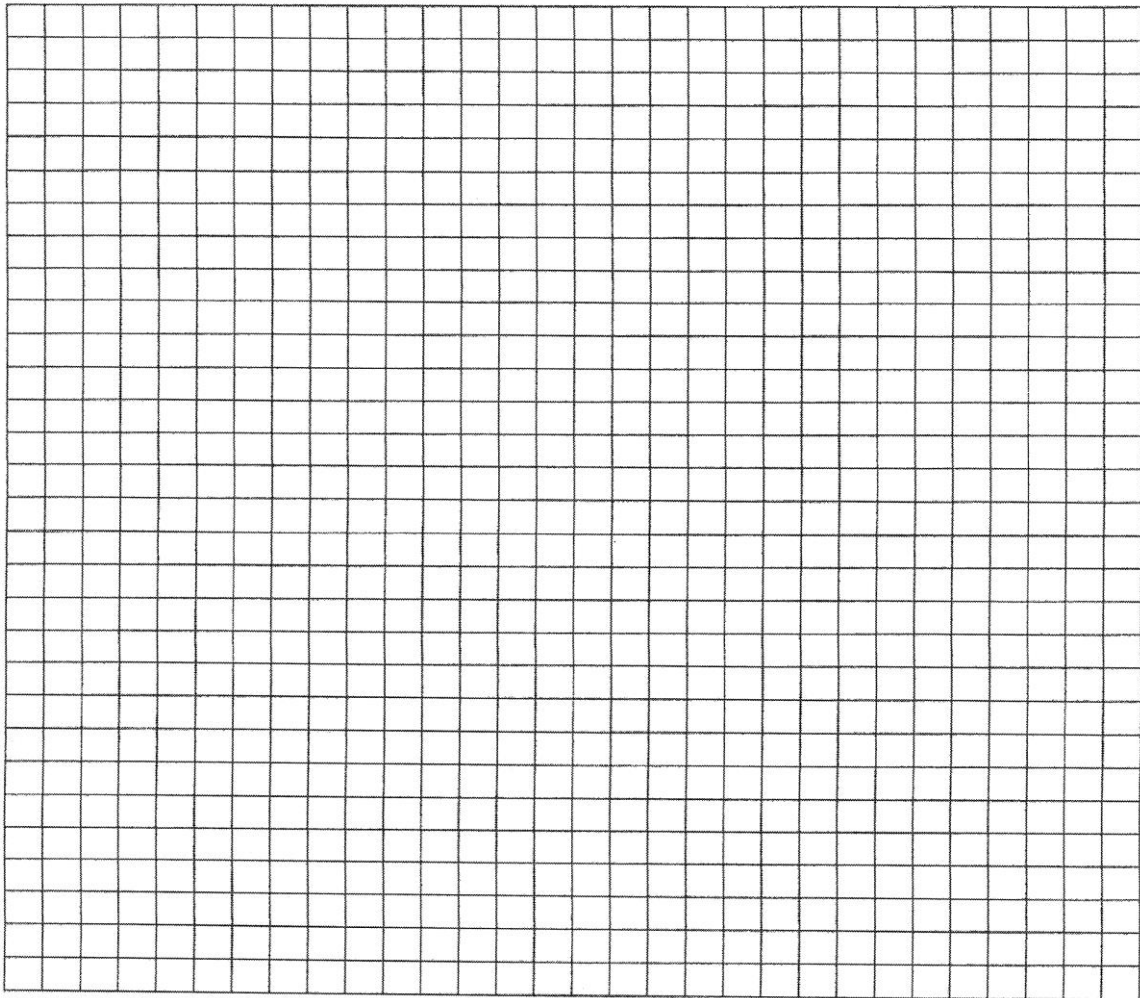
(Front side) Neighbor’s Name & Address

YES

NO

Signature

SUMMERFIELD HOMEOWNERS' ASSOCIATION
Design Committee Form Approval Application



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