

COOPER ESTATES ARCHITECTURAL REGULATIONS AND GUIDELINES
ARCHITECTURAL CONTROL COMMITTEE

No structures shall be commenced, erected or maintained upon the Project, nor shall any exterior change or an (including change of color be made to any Unit, until and unless the plans and specifications showing the nature, kind, shape, height, materials and external design and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounds structures and topography by the Architectural Control Committee of the Board of Directors of the Association. Such Committee shall be composed of three (3) or more representatives appointed by the Board of Directors of the Association. In the event of the said committee fails to approve or disapprove such design and location within thirty (30) days after said plans and specifications have been properly submitted to in accordance with reasonable rules and regulations which may be promulgated thereby, approval will not be required and this provision will be deemed to have been fully complied with.

COOPER ESTATES POA BOARD REVIEW CRITERIA

The Cooper Estates POA Board evaluates all submissions on the individual merits of the application. Judgements of acceptable design are based on the following criteria.

- A. Design Compatibility: The proposed action must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting.
- B. Location and Impact of Neighborhood: The proposed action must relate favorably to the landscape, the existing structure and neighborhood. Primary concerns are access, natural views, amount of sunlight, ventilation and drainage.
- C. Impact on the Natural Environment: Efforts must be made to preserve the natural features of Cooper Estates, particularly its trees.
- D. Scale: The size (in three dimensions) of the proposed action must relate well to the adjacent structures and their surroundings.
- E. Materials: Continuity must be established by using the same or compatible exterior finishing materials as in the original house.
- F. Workmanship: The quality of the work must be equal to or better than that of the surrounding area.
- G. Consistency with Laws and Regulations: Lot uses must comply with city or county zoning ordinances and other applicable laws and regulations, including licenses, building codes and environmental and hazardous waste laws. City, County, and other building permits must be obtained when required by law.
- H. Where ACC Approval is not required: ACC approval is not required where the type and grade of roofing material has not changed. Approval is deemed to be granted for a change to an upgraded version of the existing material of the same or a similar color.

APPLICATION PROCEDURE

Required information: Requests for approval by the Cooper Estates POA must be submitted in writing and should be on the Cooper Estates POA Request for Architectural Change form (copy attached). In whatever format, the request must include the following information:

- A. Name, signature, address or lot number, home and work phone numbers.
- B. Written description of the proposed changes or addition.
- C. Name and contact information of the contractor(s) for the project.
- D. Estimated start and completion dates
- E. Description of the work to be done and/or proposed changes
- F. Drawings showing anticipated exterior appearance, including exterior elevations and dimensions. If changes in grade or other conditions that will affect drainage are anticipated, they must be indicated.
- G. Description of exterior materials. Samples may be required.

The Cooper Estates POA Board may request whatever additional information and written materials it deems necessary, in its discretion, in order to understand the proposed project and perform its duties under the POA rules.

Requests for approval must be send to: Attention Architectural Cooper Estates POA, 1311 Cooper Blvd, Springfield, MO 65802

The material submitted with the application may be retained by the Cooper Estates POA Board for its permanent record.

COOPER ESTATES POA REQUEST FOR ARCHITECTURAL CHANGE FORM

Date_____

Resident: Print Name_____

Signature_____

Phone: Day Phone_____ Evening Phone_____

Address_____

Proposed Change(s) Estimated Start Date_____ Estimated End Date_____

Note: Because the Architectural Control Committee has up to 30 days to review this proposed change. Property owners should allow sufficient lead time between submitting this request and scheduling any contractors to begin work.

Describe the work to be done. Attach drawings or plans if available.

Describe Exterior Materials. Provide samples if available.

Name and contact information of contractor(s)_____

Return to: Cooper Estates POA Architectural Control Committee, 1311 N Cooper Blvd, Springfield, MO 65802