

# Twin Lakes Sports Club Association, Inc.

1240 Squirrel Road \* Crescent, OK 73028 \*

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## Building Plans or Lot Improvement Application Form

Use this application **before** beginning exterior work on your property, including fencing, structures and installation of patios, outbuildings, etc. To protect each leaseholder's rights and property values, the Rules & Regulations require that any Leaseholder considering improvements or alterations to their home or property, submit a Building Permit for Approval by the Board of Directors prior to beginning work. The Board will review applications as part of processing the application and make the determination to deny or approve each application.

Leaseholder Name: \_\_\_\_\_

Lot(s): \_\_\_\_\_

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

Hm Ph: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Ph: \_\_\_\_\_

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### Approval Requested (Please check one)

Fence Replacement

Fence – NEW

Deck or Patio

Room/Garage Addition

Storage Shed

Other: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

Expected Completion Date: \_\_\_\_\_

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Please describe project below.

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This application **must be submitted to the office 10 business days prior to a board meeting**, accompanied by plot plans on graph paper, and any samples or product information (brochures, sample sheets, etc.) to enable the BOD to adequately review your application. Failure to provide adequate documentation will result in delays in processing your application. Any request requiring a building permit must meet the Twin Lakes Lease Agreements requirements. If any change is made the BOD has **NOT** approved, they have the right to require the removal of the improvements.

**IMPORTANT: It is further stressed that work MAY NOT commence until you have received written approval from the Twin Lakes Board of Directors.** *A permit becomes null and void if work or construction authorized is not commenced within approved time frame allowed, or if construction or work is suspended or abandoned for a period of 90 days.*

The undersigned Leaseholder(s) hereby request approval of the following described improvements and/or alterations.

Signature: \_\_\_\_\_

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### RESULTS OF Twin Lakes Sports Club review Committee:

Approved as presented. Date: \_\_\_\_\_.

Conditions of Approval. See attached letter from Twin Lakes BOD.

Disapproved and Returned to owner with reasons attached.

#### 4. CONSTRUCTION:

There shall be no restriction as to cost of a residence, but all building plans and lot improvements must be submitted to the office on graph paper 10 business days prior to a board meeting. All building permits must be initialed by all board members in attendance at the meeting on the date the building permit is presented. Approval of the presented building permit takes simple majority of attending members. Any permit denied may be resubmitted at the next scheduled board meeting. (July 2016)

- a. All structures constructed or moved in (including “mobile homes”) shall be located no less than 25 feet from the front of lessee’s lot and at least five (5) feet from the back and side boundary lines of lessee’s lot. All dwellings shall have modern sanitary facilities including an approved septic tank and tile field. No outdoor privies shall be permitted. All wells must be at least 50 feet from nearest septic tank and utilities shall be three (3) feet from the back and side boundary lines of lessee’s lot. Location of all wells and sanitary facilities must be approved by “management”. There shall be no open wells.
- b. All residences shall provide adequate area for living, sleeping, cooking and sanitation, with a minimum square footage of 720 feet for anticipated use of not more than four (4) persons; with additional minimum of 100 square feet for each additional person. (July 2008)
- c. A garage or storage building of a size and type approved by “management” may be constructed on a lot with a residence; no such structure shall be less than 25 feet from the front of the lot. (July 2008)
- d. All construction shall be completed in a reasonable and practical time and in no case shall surplus materials or trash be permitted to remain or be stored in an unsightly manner on the lot. All building permits will be issued in writing and are valid for the time period stated. If building granted by the permit has not been completed within the established time period, the member is required to obtain another approval. The Rules and Regulations chair-person will monitor compliance with all permits. (July 2008)
- e. A “manufactured home” may be used as a residence on a lot. All “manufactured homes” must be approved and have written approval from the Board of Directors before they can be moved into Twin Lakes. No “manufactured home” shall be moved on to any lot west of Owl Road except those approved in the Purchase Agreement prior to the month of November, 1983. Any “manufactured home” to be used as residence must be anchored to a foundation or runners per FHA/HUD guidelines and shall be at least 60 feet by 12 feet, or 720 square feet in floor area for four (4) people and 100 square feet in floor area per additional persons. This rule does not apply to temporary quarters approved with written special permission from “management” while in the process of construction of a permanent dwelling. (July 2021)
- f. Fences: Before constructing any fence, approval of the Board of Directors must be obtained as to type and height. In no case shall a fence be permitted that would detract from the beauty of the area. Fences should be compatible with the size, scale, material and character of the Twin Lakes Community. Fences should primarily be considered for the back of the property, not the front of the property. Fences constructed of barbed wire, corrugated fiberglass, or T-Post will not be considered for approval. Fences constructed of chain link material are appropriate with a top rail and must be well maintained. Fences should be finished in colors considered to be natural and standard to the material type used. Fences should not exceed 6 feet in height if constructed as a stockade enclosure and should not exceed 4 feet in height if constructed in chain link material. Fences that become dilapidated and in disrepair will be removed or repaired at the member(s) expense. No lot Lessee shall place fill on any lot or place fences, trees, or landscaping in such a location or position that will interfere with the existing drainage on or from other lots or the common areas. It is the responsibility of each builder to provide adequate drainage on the lot. (July 2017, rev. July 2018)
- g. Any construction without the Board of Director’s prior approval is in violation of Twin Lakes Rules and Regulations number four. Those persons who fail to obtain a building permit from the Board of Directors before starting construction will be fined as the Board deems necessary to remedy the situation.

