

# Monroe Crossings Homeowners Association Inc.

## MONROE CROSSINGS HOMEOWNERS ASSOCIATION ARCHITECTURAL IMPROVEMENT/MODIFICATION PLAN APPLICATION

Name\_\_\_\_\_ Date\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

Lot# (if available) \_\_\_\_\_ Email\_\_\_\_\_

All plan proposals will be reviewed in accordance with the Momoe Crossings Homeowners Association Architectural Restrictions and Design and Development Guidelines & the Declaration of Covenants, Restrictions and Reservation of Easements. The Architectural Review Committee shall approve, reject or modify such plans in writing sent to the Owner not more than thirty (30) days after the plans are submitted to the Committee. The thirty (30) day period shall commence upon execution of a written notice by the Architectural Review Committee acknowledging receipt of plans and specifications and all information required therewith.

You must provide all necessary information before your proposal will be considered for approval. Requests must include, without limitation, the following information: site plan (including location/all dimensions/setbacks, etc.), color chips (if applicable), list of materials (if applicable), pictures, and any other information as specifically required below.

**If you have any questions, please contact the Monroe Crossings HOA Board by email:**  
[hoa@monroecrossings.org](mailto:hoa@monroecrossings.org)

**FENCING - No perimeter privacy fences or chain link fences are permitted. No fencing in excess of six (6) feet in height will be permitted. Please review the specification requirements in accordance with the Declaration of Covenants, Article IX, 9.2.15 and the Architectural Guidelines, pg.7** Fences may be erected in rear yard only. Decorative fencing will be reviewed upon an individual basis considering the visual impact on surrounding lots. The Association reserves the right to prohibit all fences or types offences on certain Lots. **In accordance with the City of Monroe, fence must be finished side out.**

\_\_\_\_\_ Picture or drawing offence type

\_\_\_\_\_ Fence height \_\_\_\_\_ Dimensions \_\_\_\_\_ Stain/color \_\_\_\_\_

\_\_\_\_\_ Site plan denoting location offence, gate(s) and dimensions and distance from all property lines.

\_\_\_\_\_ Confirm with "yes" that fence placement is at rear elevation (rear corners of the house)

\_\_\_\_\_ Materials

Contractor name & contact information: \_\_\_\_\_

**PRIVACY FENCING/SCREENING PANELS - Only permitted around approved in-ground pools, rear patios, spas and to conceal the appearance of trashcans. Please review the specification requirements in accordance with the Declaration of Covenants, Article IX, 9.2.15 and the Architectural Guidelines, pg. 7.** Trashcan screening must be located on the side against the house, between the mid and back portion of the house (front corner installation will require a corner landscaping plan). Trashcan screening structures must be at least 3' from the side property line, no more than 8' in side length, and no more than 13' total (if enclosing structure with 3 sides). All fencing/screening panels must be quality vinyl or treated lumber, and subdued in color to blend with the house. No fence/screening panels can exceed 6' in height. The Association reserves the right to prohibit all fences or types of fences on certain Lots.

\_\_\_\_\_ Picture of fence/panel type  
\_\_\_\_\_ Fence/panel height  
\_\_\_\_\_ Dimensions  
\_\_\_\_\_ Materials (lattice panels not acceptable)  
\_\_\_\_\_ Stain/color  
\_\_\_\_\_ Dwelling unit trim/siding color  
\_\_\_\_\_ Site plan denoting location  
\_\_\_\_\_ Distance from side property line, if applicable.  
\_\_\_\_\_ Landscape plan, if applicable.

Contractor name & contact information: \_\_\_\_\_

**IN-GROUND POOL - No above ground swimming pools are permitted. Please review the specification requirements in accordance with the Declaration of Covenants, Article IX, 9.2.17 and the Architectural Guidelines, pgs. 4 & 7.** In ground pools may only be placed in rear yard, at least 10' from any property line, and does not unreasonably hinder the flow of surface water on the lot. Pool equipment shall be placed in a location approved by the Architectural Review Committee and screened in such a manner so as to provide minimum visual impact from the street and other lots.

\_\_\_\_\_ Picture of pool style and expected appearance  
\_\_\_\_\_ Dimensions/size  
\_\_\_\_\_ Site plan denoting location of pool and distances from the property lines  
\_\_\_\_\_ Slab/decking dimensions  
\_\_\_\_\_ Materials  
\_\_\_\_\_ Fencing around pool (if applicable) will be reviewed on an individual basis.  
\_\_\_\_\_ Must provide picture, dimensions, materials, color, and site plan denoting location.  
\_\_\_\_\_ Pool equipment location

Contractor name & contact information: \_\_\_\_\_

**POOL PUMP BUILDING - Pool pump buildings shall be permitted as an accessory to an approved in-ground pool. Such structures do not exceed 120 sq. ft. in size and must be constructed with shingles and siding to match the dwelling unit. No structure may be located within 10' of the lot lines. Please review the specification requirements in accordance with the Architectural Guidelines pg. 9, 10, 11**

\_\_\_\_\_ Picture of pool pump building and dwelling unit

\_\_\_\_\_ Dimensions/size

\_\_\_\_\_ Site plan denoting location

\_\_\_\_\_ Materials

\_\_\_\_\_ Shingle color (pump building & dwelling unit)

\_\_\_\_\_ Siding color (pump building & dwelling unit)

Contractor name & contact information: \_\_\_\_\_

**HOT TUBS/SPAS - All hot tubs & spas must be in-ground or if above ground incorporated into a deck with enclosed sides. Please review the Declaration of Covenants, Article IX, 9.2.17 and the Architectural Guidelines, pg. 7, for specifications.** All hot tubs & spas must be screened with a privacy fence in accordance with the Design Guidelines.

\_\_\_\_\_ Picture

\_\_\_\_\_ Dimensions

\_\_\_\_\_ Site plan or drawing denoting location (rear yard only)

\_\_\_\_\_ Screening - Must provide picture, dimensions, color, site plan denoting location

\_\_\_\_\_ Materials

Contractor name & contact information: \_\_\_\_\_

A variance of the guidelines request to install a hot tub on top of a concrete or paver patio may be considered. Please note request, if applicable:

**STORAGE SHEDS, BARNS, STORAGE BUILDINGS and OUTBUILDINGS, are permitted as an accessory structure. Please review the specification requirements in accordance with the Architectural Guidelines pg. 9, 10, 11**

\_\_\_\_\_ Picture of shed/barn/storage/outbuilding and dwelling unit

\_\_\_\_\_ Dimensions/size

\_\_\_\_\_ Site plan denoting location

\_\_\_\_\_ Materials

\_\_\_\_\_ Shingle color (building & dwelling unit)

\_\_\_\_\_ Exterior Cladding / Siding type & color (building & dwelling unit)

Contractor name & contact information: \_\_\_\_\_

**PORCHES, APPENDAGES & ADDITIONS - No porches, appendages, or additions shall be permitted unless they are of a size, style, color and type compatible with the original design of the house & match the house material exactly and coloring exactly (Architectural Guidelines pg. 3).** Porches, appendages or additions must be integrated into the design of the house. Compatibility shall be at the discretion of the Architectural Review Committee.

\_\_\_\_\_ Site plan denoting location  
\_\_\_\_\_ Dimensions  
\_\_\_\_\_ Color  
\_\_\_\_\_ Materials  
\_\_\_\_\_ Shingle color, if applicable  
\_\_\_\_\_ Dwelling unit siding material & color, if applicable  
\_\_\_\_\_ Dwelling unit shingle color, if applicable

Contractor name & contact information: \_\_\_\_\_

**NOTE:** Deck bottom enclosures will be considered provided the enclosure does not exceed 5' from grade to the highest point of the decking, does not have more than 2 doors (one on each side up against the house) and a landscape plan to go around it. If this is part of your plan, please provide the following information:

\_\_\_\_\_ Material  
\_\_\_\_\_ Height from grade to top of decking  
\_\_\_\_\_ Color  
\_\_\_\_\_ Door/access location(s)  
\_\_\_\_\_ Landscape plan

Contractor name & contact information: \_\_\_\_\_

**AWNINGS - No metal or plastic awnings for windows, doors, decks or patios may be erected or used. Canvas awnings may be used subject to prior approval of size, color, location and manner of installation for the particular lot in question (Architectural Guidelines pg. 3).**

\_\_\_\_\_ Material  
\_\_\_\_\_ Awning size  
\_\_\_\_\_ Awning color  
\_\_\_\_\_ Site plan/sketch denoting the location  
\_\_\_\_\_ Picture of awning

Contractor name & contact information: \_\_\_\_\_

**SWING SETS/PLAY EQUIPMENT/TRAMPOLINES - No metal swing sets are permitted.**

**Please review the Declaration of Covenants Article, IX, 9.2.18, and the Architectural Guidelines pgs. 4 & 5 for specifications.**

**Swings/Play Sets** - Base area of swing/play set equipment shall be confined to a rectangular area of 300 sq. ft. or less and shall not exceed 12' in height. **\*Trampolines** - may be prohibited on certain lots where the structure would be visible from the street. Landscaping may be required. Note: Structures shall be a minimum of 15' from any property line on regular lots. On corner lots the structure shall be a minimum of 15' from any property line and 15' behind the building line on the street side of the lot. In all other cases, the structure shall be a minimum of 20' behind the house.

The Architectural Review Committee may require as a part of an approval the placement of evergreen trees or other screening, especially on corner lots.

\_\_\_\_\_ Picture of swings/playset/trampoline  
\_\_\_\_\_ Site plan denoting location  
\_\_\_\_\_ Dimensions (including base area)  
\_\_\_\_\_ Distance from all property lines and rear of house

\_\_\_\_\_ List of materials  
\_\_\_\_\_ Color (natural wood or stained an earth tone color only)  
\_\_\_\_\_ Anchoring, if applicable  
Contractor name & contact information: \_\_\_\_\_

**BASKETBALL HOOP - No basketball hoop or goal/goal system may be placed on any lot, regardless of location, unless its specifications and location are in strict compliance with the requirements. Please review pgs. 6 & 7 of the Architectural Guidelines.**

\_\_\_\_\_ Picture and specifications of basketball goal/goal system from the manufacturer (Backboard must be clear).  
\_\_\_\_\_ Dimensions (to include height/height adjustment mechanism)  
\_\_\_\_\_ Site plan or sketch/drawing denoting location, relative to applicant's home, driveway, sidewalk, side yard, and distances from these property/setback lines.  
\_\_\_\_\_ List of materials  
\_\_\_\_\_ Method of installation and base features to aid in stabilizing goal once installed.  
\_\_\_\_\_ Color  
\_\_\_\_\_ Exterior lighting, if applicable (Any lighting for the goal, if present, must be directed away from any neighboring dwelling, patio or deck areas)

**EXTERIOR LIGHTING - Plans showing sufficient detail as to size, wattage, and type of bulb to be used in the exterior lighting must be submitted to the Committee prior to installation. Exterior lighting must be directed in such a manner so as not to intrude into neighboring lots and houses Please review pg. 9 of the Architectural Guidelines.**

\_\_\_\_\_ Site plan/ sketch denoting the location  
\_\_\_\_\_ Fixture size  
\_\_\_\_\_ Wattage  
\_\_\_\_\_ Lumens (per bulb)  
\_\_\_\_\_ Bulb type (standard, led, etc.)  
\_\_\_\_\_ Bulb color (white, soft white, etc.)  
\_\_\_\_\_ Number of bulbs per fixture  
Contractor name & contact information: \_\_\_\_\_

**COMPOST BINS - May be utilized under the following conditions and limitations: (Pgs. 5 & 6 of the Architectural Restrictions and Design Guidelines).**

**Size:**

\_\_\_\_\_ Animal proof compost bin with hardware cloth (screened) on all framed surfaces with lid: 4' high x 3' wide x 3' deep.  
\_\_\_\_\_ Stackable slat/portable/Lehigh-type bins: 4' high x 5' deep x 5' long.  
\_\_\_\_\_ Three compartment multi turning unit compost "Bio" bin with or without lid: 4' high x 3' deep x 9' long.  
\_\_\_\_\_ Mass produced compost bins or containers: Cannot exceed 40" tall x 36" diameter.

**Material:**

\_\_\_\_\_ Non-commercial- Pressure treated lumber, treated rough cedar, screened w/hardware cloth, 2"x 2" welded galvanized dog wire or wire fencing.

\_\_\_\_\_ Mass produced compost bins or containers - Must be constructed of polypropylene, plastic, galvanized woven welded wire, dog wire or wire fencing.

**Color:**

\_\_\_\_\_ Non-commercial- May be left natural treated wood, stained earth tone, stained to match primary structure (house), exterior wooden deck.

\_\_\_\_\_ Mass produced bins- Green or black

**Location:**

\_\_\_\_\_ Regular lots - Must be a minimum of 15' from any property line and a minimum of 20' behind the house.

\_\_\_\_\_ Corner lots - Must be a minimum of 15' from any property line and 15' behind the building line on the street side of the lot.

\_\_\_\_\_ Mass produced - Same specs for regular and corner lots as noted above.

**Note:** Special locations can be approved on an individual basis.

**Landscaping:**

\_\_\_\_\_ The Architectural Review Committee may require as part of an approval the placement of evergreen (non-deciduous) trees or other screening around the perimeter of the compost structure especially on corner lots. Trees or screening should be located at least two (2) feet from the bin on all sides to allow adequate spacing for air circulation.

**OTHER REQUEST (Miscellaneous structure - e.g.: pergola) -** The Architectural Review Committee shall review the plans as to the quality of workmanship and design and harmony of external structures with existing structures and as to location in relation to surrounding structures, topography and finish grade elevation. The Architectural Review Committee shall not unreasonably withhold approval of any plans that conform in every way with the Declaration and with the general character of the development on neighboring Lots within the Property (Covenants 9.2.1). Depending on the structure, it may be required to be a minimum of 15 feet from any property line on regular lots. On corner lots the structure shall be a minimum of 15 feet from any property and 15 feet behind the building line on the street side of the lot. In all other cases, the structure shall be a minimum of 20 feet behind the house.

\_\_\_\_\_ Picture

\_\_\_\_\_ Dimensions (To include height)

\_\_\_\_\_ Site plan or sketch/drawing denoting location, relative to applicant's home and distances from all property lines.

\_\_\_\_\_ Material

\_\_\_\_\_ Color

\_\_\_\_\_ If applicable, method of installation and features to aid in stabilizing once installed.

Contractor name & contact information: \_\_\_\_\_

**CONCRETE, PAVERS, RETAINING WALL ADDITIONS** - You must submit a detailed description along with supporting documents.

\_\_\_\_\_ Picture  
\_\_\_\_\_ Dimensions  
\_\_\_\_\_ Site plan or sketch/drawing denoting location  
\_\_\_\_\_ Material  
\_\_\_\_\_ If applicable, method of installation and features to aid in stabilizing once installed.  
\_\_\_\_\_ If using pavers, please indicate if they are permeable or not permeable.  
\_\_\_\_\_ Distances from the property/setback lines, if applicable.  
\_\_\_\_\_ Drainage, if applicable.  
\_\_\_\_\_ Anchoring, if applicable.  
Contractor name & contact information: \_\_\_\_\_

**Conditions applicable to this approval request:**

1. I/We assume full responsibility for locating the lot lines of the property to establish accurate location for placement of fencing or any other improvement/structure. I/We understand that any approval received from the Monroe Crossings HOA for installation of fencing does **not** include permission/authorization to adjoin (tie-in) to adjacent fencing of neighbors, and therefore I/we accept full responsibility to obtain permission from owner(s) of said fencing, if applicable.
2. I/We understand that by erecting fencing or any improvement/structure within an easement (utility and/or drainage, etc.); I/we assume risk and full responsibility of any loss that may occur as a result of its placement within said easement. I/We agree to keep easement maintained, free of trash, debris, and yard waste.
3. I/We agree to keep any improvement/structure properly maintained at all times. I/We agree to place any free standing structure (i.e.; trampoline, canopy, etc.) within the required specifications, place where least visible from the street, and secure in the ground to avoid any movement during inclement weather, if applicable.
4. I/We agree to obtain any necessary permit(s) and comply with all requirements of any governing authorities, such as city and/or county (**City of Monroe: (513) 539-7374**). I/we understand the Association Board/Committee may require evidence of approval by the City of Monroe before a final decision is made. I/We understand Monroe Crossings HOA Plan Approval does not constitute approval from the city or county. The Association Board/Committee will not be legally liable if I/we fail to obtain all necessary city or county permits.
5. I/We have read and understand the Declaration of Covenants, Restrictions and Reservation of Easements, Article IV, 4.2.2 (Drainage) and Article V (Surface Water Management).

6. I/We understand that no construction or exterior alterations shall commence without written approval. I/we may be required to return the property to its former condition at my/our own expense if this request is disapproved wholly or in part, and that I/we may be required to pay any legal expenses incurred.
7. I/We understand that the Declarant or authorized Board Member is permitted to enter upon my property at any reasonable time for the purpose of evaluating the proposed project, and inspecting the ongoing and/or completed project, and that such entry does not constitute trespass.
8. I/We understand if my/our property has easements, it may be necessary to contact the below agencies before beginning my/our project.
9. I/We assume full responsibility for any damage done to the sidewalk, street, curb, common areas during any construction on my/our property.
10. I/We accept full responsibility to inform my/our contractor(s) they are not permitted to access the property by trespassing on any part of the HOA common areas, nor permitted to dispose of anything (concrete, dirt, rock, debris, garbage, etc.) on the common areas of the Association or surrounding lots/land.

**Utility:** OUPS (Ohio Utilities Protection Service -1-800-362-2764 **Drainage:** BCEO- (513) 785-4121 (Eric Pottenge,) BP Pipeline - (513) 825-5250 ext. 17 (Kim Mille,) City Public Works - (513) 727-8953

**I have read and understand the above information/conditions and assume all responsibilities.**

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

**Please submit all pages of this application and all required documents to the HOA using PMI's Web Portal -> My Profile -> ACC Request:**

PMI Buckeye Services Portal at <https://pmibuckeye.cincwebaxis.com>

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**Office Use Only**

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Disapproved:** \_\_\_\_\_ **Date:** \_\_\_\_\_