

**OLD FARM ESTATES Homeowners' Association of St. Louis County**

**Steps for obtaining OFE trustee approval for external improvements to your home.**

1. Determine whether or not you need a permit for the project (Check St. Louis County codes) and obtain the permit(s). (Permits will be required prior to trustees visiting your home)
2. Contact the OFE Architectural Review Committee (Mary Anne Speck, 314-469-1760 or speck.ma@yahoo.com) about one month prior to when you want to begin the project, **submit the application** and set up a site visit with the OFE Architectural Review Committee.
3. **Prior to the ARC visit, prepare, copy to letter size paper and provide to the Architectural Review Committee chairperson the following items. EMAIL IS PREFERABLE.**
  - a) **OFE Architectural Review Application form (attached)**
  - b) **Required Permit(s) from St. Louis County** (or at least copies of your applications if you are trying to submit the application in time for a fast approaching board meeting)
  - c) **Drawings**, and/or related commercial descriptions or designs (for example, a brochure) that include **the exact measurements, materials used, foundation construction & materials** and any other pertinent information about your project that will assist the trustees in visualizing the finished project.
  - d) **Plat plan of your lot with the proposed improvement clearly** indicated (superimposed) on the plan (use red ink to make the proposed project clearer)
  - e) Name of the **contractor** doing the work
  - f) **Estimated cost** of the project (optional)
  - g) **Projected date when you want to start the project.**
4. The Architectural Review Committee (2-3 trustees) will schedule a **visit to your home** to review your paperwork, look at the site and tentatively approve or disapprove your project.
5. The ARC will provide its recommendation for or against approval at the next trustee meeting (every 2<sup>nd</sup> Tuesday of the month). The board will review your paperwork and the committee's notes and recommendation and then vote their approval or disapproval of the project. Occasionally, a project may be approved with contingencies (for example, the homeowner is still waiting on a permit). Very seldom does the board go against the recommendation of the Architectural Review Committee's recommendation & rarely does the ARC disapprove one.
6. After the board meeting, someone from the Architectural Review Committee will contact you via email to inform you of the board's decision.

**We invite you to attend the trustee meeting at which your project will be reviewed (or any and all Trustee meetings!), but we do not require your presence for the review.**