

**ARCHITECTURAL REVIEW COMMITTEE CHECKLIST  
CYPRESS LAKES OF OAK HARBOR**

The following items must be submitted prior to construction of your home. Your application will be date stamped, logged in, and the documents submitted to the CYPRESS LAKES ARCHITECTURAL REVIEW COMMITTEE for review:

- (a) Two complete sets of working plans.
- (b) Two complete sets of specifications.
- (c) Complete building elevations showing all roof pitches (minimum 6/12) and indication of exterior materials.
- (d) Site plan drawn to scale indicating gross and useable lot line dimensions and setbacks. Also include a copy of recent survey from registered surveyor. Location of house, other structures, drives, walks, etc. must be dimensioned to lot lines.
- (e) Grading plans (sloping should be a maximum of 4:1). Must also indicate finish floor elevation of home, finish floor elevation of garage, porches, ground around the house, patios, and curb at street.
- (f) Foundation plan.
- (g) Garage must be constructed to accommodate a minimum of two cars and must be accessible for two cars.
- (h) Fireplace flues and chimneys must be covered with same material as used on exterior of home. All fireplaces shall have chimney caps. Galvanized metal caps are not allowed.
- (i) Completed landscaping plan per the Covenants, Conditions and Restrictions.
- (j) Samples of roofing material (roofing must be Architectural Dimensional Shingles).
- (k) Samples of exterior colors.
- (l) Sample of brick and/or stucco.
- (m) Completed application (copy attached).

- (n) Check made payable to **OHPOA - CYPRESS LAKES** in the amount of \$2,000.00 (\$300.00 non-refundable fee ARC Review Fee; \$1,700 damage deposit.) \$1,200.00 of the damage deposit is only refunded upon completion of the house in accordance with the Covenants, Conditions and Restrictions, including landscaping, with no damage to any of the common areas and upon passing the ARC's final inspection. \$500.00 of the damage deposit is retained for street reserves. **Note: Request for deposit refund must be made within 1 year after the approved final inspection or the deposit shall be forfeited.**

Signature of Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Or

Signature of Owner(s)' Agent \_\_\_\_\_ Date \_\_\_\_\_

**Please return completed form and all required information / documentation to:**

Oak Harbor Property Owners' Association, Inc.  
820 Oak Harbor Boulevard, Suite #228  
Slidell, LA 70458  
(985) 649-2785 (Office) / (985) 649-2888  
oakhrbr@bellsouth.net

**Your application will be stamped and logged in on the date received. A copy of your application will be sent to the Architectural Review Committee for the Association or your Subassociation. A copy of your application along with the deposit will be sent to the property management company, GNO Property Management. Correspondence regarding your application will be sent to you on behalf of the Association or your Subassociation from the offices of GNO Property Management. GNO's contact information regarding your application and any deposit refunds is as follows:**

GNO Property Management  
c/o OAK HARBOR ARC Committee  
826 Union Street, Suite 200  
New Orleans, LA 70112  
Or fax to (504)566-4795 or email to [joy@gnoproperty.com](mailto:joy@gnoproperty.com)

Received, stamped and logged in by: _____ on _____.
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