

ARCHITECTURAL REVIEW PROTOCOLS

Purpose: The purpose of the Architectural Review is to ensure that any construction fit with the expectations of the community, be mindful of the original intent of Oak Forest, and maintain the property values, safety, and a quality of life desired for Oak Forest.

The following provides the procedures to reviewing and responding to Architectural Review Requests.

Step 1: Any entity planning to change an existing structure or build a new structure must submit its plans to the Architectural Review Committee.

Step 2: The Architectural Review Committee will send an email confirming the receipt of the plans and officially starting the review process. If the submitter does not receive a confirmation email within 3 business days, a follow-up email should be sent to the Architectural Review Committee Chairperson at architectural@myoakforest.org.

Step 3: The Architectural Review Committee Chairperson will ensure all appropriate documents have been submitted and will assign the review to a committee member.

Step 4: The committee member will have 15 calendar days to review the plans and submit their recommendation.

Step 5a: If there are no apparent issues regarding the Deed Restrictions or Architectural Guidelines the submitter will receive an OFHA Architectural Review Acceptance Letter via email.

Step 5b: If the reviewer deems that the plans submitted do not adhere to the Deed Restrictions or Architectural Guidelines, the OFHA Architectural Review Chairperson will assign the plans to a 2nd Reviewer.

- If the 2nd reviewer agrees with the original reviewer an OFHA Architectural Review Notification Letter will be sent via email explaining why the committee has agreed to not accept the plans as drawn.
- If the 2nd reviewer does not agree with the original review and believes the plans are within the Deed Restrictions and Architectural Guidelines, then the plans will be reviewed by the Architectural Review Chairperson.

Step 7: The Architectural Review Chairperson will be the final vote. If the Chairperson deems appropriate, the Board can be asked to review the plans and a formal vote be cast to determine the final approval of the plans.

Step 8: If the Committee determines that the plans are not to be accepted as drawn, the committee will send an OFHA Architectural Review Notification letter via email.

Step 9: The submitter can appeal the final decision with the Architectural Review Chairperson. If after that appeal is heard and still determined that the submission is not within the Deed Restrictions or Architectural Guidelines the submitter can appeal to the board during the OFHA Board Meeting.

Step 10: The OFHA Architectural Review Committee, at any time, can submit the plans to the City of Houston for review and final comment.