

# CARROLL CREEK HOMEOWNERS ASSOCIATION ARCHITECTURAL GUIDELINES & STANDARDS



Carroll Creek HOA  
C/O Above and Beyond Community Management  
507 Airport North Office Park  
Ft. Wayne, IN 46825

## CARROLL CREEK HOMEOWNERS ASSOCIATION ARCHITECTURAL REQUEST FORM

*(Please submit this form no later than 30 days prior to the start of your project.)*

In compliance with the Neighborhoods of Carroll Creek covenants, the **Architectural Committee has the final word for all designs, installation, and construction projects on a homeowner's property.** Before any building, fence, wall, swimming pool, hot tub, or other structure (such as room additions) shall be installed, erected, or renovated (including but not limited to paint, windows, siding, or roof replacements) on a homeowner's property this "Architectural Request Form" must be submitted. It is required that you consider the impact on your neighbor's views, use of their yard, and perceived property values when planning your project. Please review page 2.

You will receive a formal reply to your written request within thirty (30) days from the receipt of the request by a member of the Architectural Committee.

*NOTE: ALL SUBMITTED MATERIALS SHALL REMAIN THE PROPERTY OF THE BOARD. ANY WORK DONE PRIOR TO AUTHORIZATION, INCLUDING BUT NOT LIMITED TO PROPERTY LINE OR HOA EASEMENTS VIOLATIONS MAY BE REMOVED AT THE HOMEOWNER'S EXPENSE.*

Questions regarding the process in this document should be directed to the Architectural Committee, Carroll Creek HOA, c/o Above & Beyond Community Management, 507 Airport North Office Park, Fort Wayne, IN 46825 or via email to [bailey@abcmmanagement.org](mailto:bailey@abcmmanagement.org).

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### Project Type/Description:

☐ Copy of survey or plot plan diagram from the Allen County gis map modified to show the project with dimensions.  
**(Required or request will be denied. The Google satellite view is not acceptable.)**

☐ **Addition:**

-picture of placement on current structure, drawing with windows, doors, siding color, roof line (material), etc.

*For the following include a picture of the existing project to be replaced or a drawing of the new project to the current structure with a picture of the material and color to be used.*

☐ **Deck /Patio**

☐ **Fence/Wall**

☐ **Exterior Paint/Color Change**

☐ **Swimming Pool/Hot Tub** (include details of safety enclosure)

☐ **Roof Replacement**

☐ **Driveway/Walkway**

☐ **Windows/Doors**

☐ **Other** \_\_\_\_\_

## CARROLL CREEK HOMEOWNERS ASSOCIATION ARCHITECTURAL GUIDELINES & STANDARDS

To assist in planning projects that align with covenants and standards, the Architectural Committee has established the following guidelines for common exterior modifications.

### 1) Fences and Privacy Walls

- a) **Approved Materials:** Fences must be constructed of natural wood (shadowbox, dog-ear, or picket), white vinyl, or black ornamental aluminum/wrought iron. Chain-link, barbed wire, and woven wire are strictly prohibited.
- b) **Height Restrictions:** All rear and side yard fences are limited to a height of 4 feet. Front-yard fencing is not permitted forward of the home's front foundation line.
- c) **Placement & Orientation:** Fences must be installed within your property boundaries. The finished/smooth side of a wood fence must face outward toward neighboring properties or common areas (the structural posts and rails must face inward toward your home).
- d) **Easements:** Fences constructed over utility or drainage easements are done so at the homeowner's risk. If utility companies require access, fence removal and replacement are at the owner's expense.

### 2) Swimming Pools & Hot Tubs

- a) **In-Ground Pools:** Permanent, professionally installed in-ground swimming pools are permitted with prior written approval.
- b) **Safety & Enclosure:** All pool and hot tub applications must include detailed plans for safety fencing or approved safety covers that comply with local Allen County building codes.
- c) **Equipment Screening:** Pool pumps, filtration systems, and heaters must be located adjacent to the home and fully screened from street view using approved landscaping (evergreen shrubs) or a small section of matching privacy fencing.

### 3) Outbuildings

- a) **Prohibition:** To preserve standard sightlines and neighborhood uniformity, detached storage sheds, outbuildings, and similar freestanding structures are not permitted within the community.

### 4) Play Equipment & Trampolines

- a) **Material Restrictions:** To prevent rust and maintain visual harmony, no metal playground equipment is allowed in yards. Swing sets and play structures must be constructed of high-quality wood, heavy-duty vinyl, or composite materials.
- b) **Trampolines:** Trampolines are the only exception to the metal equipment restriction. They are permitted with approval but must be in the rear yard, anchored securely, and maintained in a safe, visually clean condition.

### 5) Exterior Painting, Siding, & Roofing

- a) **Color Harmony:** Repainting a home the exact same existing color does not require an architectural request. Changing the color of siding, trim, shutters, or front doors requires submission of actual physical paint swatches or manufacturer color names.
- b) **Prohibited Colors:** Fluorescent, high-gloss, or highly vibrant primary colors that clash with neighboring homes are not permitted.
- c) **Roofing:** Replacement shingles must be standard architectural asphalt or composite shingles or a metal roof in neutral earth tones (e.g., charcoal, weathered wood, dark brown, slate grey). **Pictures of shingle and color must be submitted along with a picture of the current roof.**

**CARROLL CREEK HOMEOWNERS ASSOCIATION ARCHITECTURAL GUIDELINES & STANDARDS**

**Proposed:**      **Start Date:** \_\_\_\_\_ **Completion Date:** \_\_\_\_\_  
**Contractor Name:** \_\_\_\_\_

**By submitting this request, I certify that the information provided is accurate and that I will obtain any required permits. I understand that work should not begin until the HOA approval is granted.**

Name (print): \_\_\_\_\_  
Address/ Lot Number: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Signature of Resident: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*DO NOT WRITE BELOW THIS LINE - COMMITTEE USE ONLY\*\***

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Architectural Committee Response:    Date: \_\_\_\_\_

Approved: \_\_\_\_ Denied: \_\_\_\_

Approved with conditions: \_\_\_\_\_

More Information Required: \_\_\_\_\_

Comments:

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Signed: \_\_\_\_\_