



APPLICATION FOR APPROVAL OF ARCHITECTURAL IMPROVEMENTS

Pursuant to the Declaration of Covenants, Conditions, and Restrictions and the Board of Directors' Resolution regarding architectural control, I/we submit the following application to make improvements:

Date: _____ HOA: _____

Address of Property: _____

Lot Number: _____ Block Number: _____

Name(s) of Owner: _____

Mailing Address: _____

Phone Number: (Home) _____ (Work) _____ (Cell) _____

Email: _____

Contractor Name: _____ Contractor Phone: _____

Description of Work (including design, nature, type, size, shape, height, width, color, materials, and location of proposed improvements):

Desired starting date for project: _____ (allow 30 days for Committee review)

THE FOLLOWING MUST BE SUBMITTED BEFORE YOUR REQUEST WILL BE REVIEWED.

- | | |
|---|--|
| <input type="checkbox"/> Plans including location, elevations, and dimensions | <input type="checkbox"/> Samples of colors (no photocopies) |
| <input type="checkbox"/> Specifications (e.g., manufacturer's brochure) | <input type="checkbox"/> Samples or description of materials |
| <input type="checkbox"/> Photographs | <input type="checkbox"/> Check for landscaping deposit |



I understand that under the Covenants and Rules and Regulations, the Committee will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the Association.
2. All work will be done at my expense, and all future upkeep and maintenance will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in good workmanlike manner by myself or a contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners of the Association.
5. No trash or debris from the project will be placed on property belonging to other unit owners or on Association common property.
6. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
7. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected to this work.
8. I am responsible for all damages to the common areas outside of my lot line.
9. I understand that I will not get the refund if those areas are disturbed until they are restored to their original condition.
10. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws, codes, regulations, and requirements in connection with this work, and will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Homeowners Association, its Board of Directors, its agent(s), and the Committee have no responsibility with respect to such compliance and that the Board of Director's or its designated Committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.
11. In the event of approval, I will notify the Architectural Control Committee in writing when the work is completed so that an inspection can be made to ensure that it conforms to what was approved.
12. No access from common area to install landscaping _____(initial here)
13. If approved, work would start on or about _____ days after approval and would require approximately _____ days to be completed.

I am aware that if I return this form incomplete, without a sample or plan, it will not be reviewed by the DRC.

PLEASE ALLOW TO 30 DAYS FOR APPROVAL.

Signature

Date Signed

Advance HOA Management, Inc.
P.O. Box 370390
Denver, CO 80237
www.advancehoa.com



Phone: 303-482-2213
Fax: 303-495-5895
clientservices@advancehoa.com