

MASTER HOMEOWNERS ASSOCIATION FOR GREEN VALLEY RANCH

Architectural Review Committee Improvement Request Form

Name: _____

Cell/Home Phone: _____

Property Address: _____

Work Phone: _____

Mailing Address (if different): _____

E-mail Address: _____

Best Time to Call: _____

BEFORE COMPLETING FORM, PLEASE SEE REVERSE FOR INSTRUCTIONS.

Proposed Improvement/Project Description (**Attach complete plans, sketches, color chips, etc.**):

The undersigned applicant certifies that he/she has reviewed the *Master Declaration* and *Residential Improvement Guidelines and Site Restrictions for Green Valley Ranch* and that the proposed improvement project complies with the rules and regulations contained therein.

Signature of Applicant(s): _____ Date: _____

COMMITTEE DECISION	FOR ARC USE ONLY															
<input type="checkbox"/> This request is APPROVED as submitted.	Date Received: _____															
<input type="checkbox"/> The request is APPROVED SUBJECT TO:	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%; border: none;">_____</td> <td style="width: 5%; text-align: center; border: none;">A</td> <td style="width: 15%; text-align: center; border: none;">D</td> </tr> <tr> <td style="border: none;">Committee Action: _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">_____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">_____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">_____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	_____	A	D	Committee Action: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/> The request is DISAPPROVED because:	Revised 10/2011 _____															

IMPORTANT INFORMATION – PLEASE READ CAREFULLY

1. The Master Declaration for Green Valley Ranch requires homeowners receive **written approval** from the Architectural Review Committee (ARC) **prior** to any improvement project being started.
2. A \$250.00 review fee will be assessed if the project is started before approval is granted.
4. Drawings, plans, color chips, material samples, etc. must be submitted to the ARC with a signed, completed Architectural Review Committee Improvement Request Form (ARC Form). Major projects like decks, patios and landscaping need plans. Plans or drawings with measurements of proposed improvements must be submitted. **All items submitted for review become the property of the Association and are not returned.**
3. **Only one (1) improvement project may be submitted per ARC Form.**
5. ARC approval is required for all exterior painting, **including existing colors**. To avoid delay, the ARC requires two (2) different body, trim and accent colors which should be clearly identified on the form. Body, trim and accent colors should be clearly identified on the ARC form. If an accent color is proposed, identify the areas of the house where the accent color is to be painted.
6. The ARC shall have up to **32 days after receipt of all materials required** by the Committee from the date of receipt to approve or disapprove any application. The ARC may require submission of additional information and may postpone final action until such additional information is provided.
7. The ARC is made of up homeowner volunteers; please respect their time and efforts.
8. Improvements not completed within one (1) year must be resubmitted to the ARC for approval. Submittals in response to a violation notice must be completed by the deadline established in the violation notice or at a Hearing. The ARC reserves the right to inspect the work for compliance with approved plans upon completion.
9. Approval by the ARC does not constitute approval by the City and County of Denver. Applicant is responsible for acquiring all permits required prior to implementing the improvement.
10. When making improvements, homeowners are responsible for locating all water, sewer, gas, electrical, cable television and/or other utility lines or easements. Call 311 for more information.
11. Green Valley Ranch is a **Covenant Protected Community**. Homeowners are expected to be familiar with all provisions of the *Master Declaration* and *Residential Improvement Guidelines and Site Restrictions for Green Valley Ranch*.
12. Mail or drop off completed forms to: Master HOA for GVR; Architectural Review Committee (ARC); 18650 E. 45th Ave.; Denver, CO 80249 or call 303-307-3241 with any questions. Forms may also be placed in the Association drop box located on 45th Avenue, between Tower Road and Argonne St. **Faxed submittals are not allowed.**