

Master Homeowners Association for Green Valley Ranch
ARC HELPFUL HINTS TO HOMEOWNERS
RESPONSIBLE GOVERNING POLICY

In Compliance with Residential Improvement Guidelines and Site Restrictions

ARC MEETS TWICE PER MONTH DURING SUMMER

During late spring, summer and early fall months the Architectural Review Committee (ARC) meets twice each month to review request forms. A completed *original* ARC Request Form and all supporting material must be received by the Master Homeowners Association for Green Valley Ranch by 5:00 P.M. one (1) week prior to the meeting to be considered. Due to the large number of submittals for review each month, special consideration of forms outside of this schedule is not possible. .

ARC Meeting Submittal Deadline by 5:00 P.M.

Meets the 2nd and 4th Thursday of each month between April and September otherwise meets on the 2nd Thursday of each Month.

Please keep in mind that the Architectural Review Committee consists of volunteers from the community and that the review process is time consuming.

TIPS FOR A SUCCESSFUL SUBMITTAL

The Committee wishes to approve as many of the requests it receives as possible so homeowners can proceed with their planned improvements. However, some requests are denied, either because they do not comply with the improvement guidelines or the submittal is incomplete. Below are some of the most common reasons requests to the ARC are delayed or denied:

1. Request form not provided. Every request must be on an official ARC Request Form. The form is available in the monthly newsletter and on the website at www.gvrhoa.com.
2. Request form not completely filled out. Please provide all information requested, including day AND evening phone numbers and a brief WRITTEN description of the project.
3. Request form not signed or is signed by the contractor. Forms not signed BY THE PROPERTY OWNER will be returned.

4. Request form not legible. We receive many forms that are not readable. As a result, FAXED SUBMITTALS ARE NO LONGER ACCEPTABLE. Please submit a signed original form and supporting documents by dropping them off at the GVR Home Owners Office at 10515 E. 40th Ave. #115, Denver, CO 80239; dropping them in the HOA drop box just east of Tower road on the north side of 45th Avenue; or mailing them to the HOA at:

PMB 58

18601 Green Valley Ranch Blvd., Unit 112

Denver, CO 80249

5. Insufficient information was provided. It is important that supporting information such as plans, drawings, diagrams, material samples, paint color chips, etc. are provided.
6. Request does not meet guidelines as established in the Residential Improvement Guidelines and Site Restrictions. Please read the guidelines BEFORE you submit your request.

QUESTIONS & ANSWERS

Q. Why must I submit my paint colors if I am painting the same color?

A. The residential Improvement Guidelines and Site Restrictions requires that all paint be submitted to the ARC, including existing colors as a reference for future and current residents of GVR. The Association has no record of what color your home is until it has been submitted to the ARC. Once a homeowner submits, the approved colors go into your files for future reference if needed. Sometimes when paint gets mixed at a store, it may not be mixed correctly and the color may change. Homeowners may use these records to assure the color is truly the same.

Q. What if all the neighborhood kids play on my portable basketball hoop? Why can I not leave it in the street?

A. It is great to see unity through the community of Green Valley Ranch. We applaud your efforts at getting to know your neighbors. Unfortunately, it is still necessary to store your portable basketball hoop in an approved location when not in use. We understand that these can be very heavy and difficult to move, but they can impede sidewalk and street traffic.

Q. Can I receive immediate approval on my architectural review request? Why does it take so long to get ARC approval?

A. The Architectural Review Committee consist of volunteers from the community and only meet twice a month (April through September), on the second and fourth Thursdays of the month. Prior to the meeting, a committee member must personally review each submittal, visit the property, and contact homeowners if questions arise or submitted forms are missing material samples. Homeowners must allow enough time between submitting and beginning projects to allow for the review process to occur. Please remember that the ARC shall have up to 32 days from the date of receipt of a **COMPLETE** ARC Request Form package to approve or disapprove the application.