

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. Meetings are held twice monthly April - September and once a month from October - March. Forms must be received one week prior to a regularly scheduled meeting in order to be reviewed at that meeting.
3. 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, sheds 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.**
4. **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. 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 three (3) months of approval 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. Once the project is completed you must notify the office and provide photos of the completed project. If notification is not received a violations notice will be sent, please refer to 2.5, 2.6 and 2.7 in the Residential Improvement Guidelines and Site Restrictions.
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, email, or drop off completed forms to:
Master HOA for GVR: Architectural Review Committee (ARC)
18650 E. 45th Ave.
Denver, CO 80249
info@gvrhoa.com
fax: 303-307-3250

or call 303-307-3240 with any questions.