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APPLICATION FOR APPROVAL OF ARCHITECTURAL IMPROVEMENT

**Design Review Committee: Park Meadows HOA**

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: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: (cell) \_\_\_\_\_ (Email) \_\_\_\_\_

Description of Work/ Proposed Improvements:  
\_\_\_\_\_  
\_\_\_\_\_

Approximate start date: \_\_\_\_\_ . Approximate finish date: \_\_\_\_\_

The contractor name and contact number is: \_\_\_\_\_

**THREE OF THE FOLLOWING MUST BE SUBMITTED BEFORE YOUR REQUEST WILL BE REVIEWED**

- \_\_\_ Landscape plans including: location and dimensions
- \_\_\_ List of materials:
- \_\_\_ Stains and house paint: HOA stain: diamond Vogel paints – exterior stain – wellington beige GS203
- \_\_\_ Photographs: trees, bushes, plants, material, etc.
- \_\_\_ Manufacturer's brochure with specifications
- \_\_\_ Architectural elevation changes: design, location, elevations, and dimensions: professional plans
- \_\_\_ Roof: composition shingle and/or similar and harmonious to current neighborhood requirement

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P:\Associations\Residential\Park Meadows\Documents\Architectural Review\DRC Form.doc



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 commence and will be done in good workmanlike manner.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other members of the Associations.
5. No trash or debris from the project will be placed on property belonging to other 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 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, 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.
9. In the event of approval, I will notify the Architectural Review Committee in writing when the work is completed so that an inspection can be made to ensure that it conforms to what was approved.
10. Inspection issues and/or completed works delays: subject to HOA by-laws and governance polices.

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

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Signature Date Signed

**Send to:**

Park Meadows, Becky Stewart  
 c/o Poudre Property Services  
 706 S. College Ste 202  
 Fort Collins, CO 80524  
 Or scan and email to Becky Stewart: bstewart@poudreproperty.com

**Your Application has been:**    Approved    Denied DRC    Conditional on Final Approval

ARC signature: \_\_\_\_\_

ARC Board Recommendations: \_\_\_\_\_

____ Submitted to ARC	<b><i>For Office Use Only</i></b>	____ Returned to Owner
____ Resubmitted	Approved / Denied	Email/ Mail / In Person