

Attachment 1

APPLICATION FOR APPROVAL OF IMPROVEMENT

**SUBMISSION TO ARCHITECTURAL REVIEW COMMITTEE (ARC)**

Pursuant to the Declaration of Covenants, Conditions and Restrictions Affecting the Real Property Known as the Reserve Filings Nos. 1 – 5, I/WE submit the following application to make improvements:

Date \_\_\_\_\_

Address of Property \_\_\_\_\_

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

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

Phone Numbers (home) \_\_\_\_\_ (work) \_\_\_\_\_

(cell) \_\_\_\_\_

Description of work (kind, materials, exterior color(s) and location of proposed improvement(s) on lot

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(use additional blank sheets if required.)*

Planned start date \_\_\_\_\_

Planned completion date \_\_\_\_\_

Names and addresses of architect, contractor or other owner representative(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachments (**REQUIRED AS APPLICABLE**); check/initial the list below for those attached with this application:

\_\_\_\_\_ Construction plans (footers, foundations, framing, trusses, etc.)

\_\_\_\_\_ Architectural drawings

\_\_\_\_\_ Elevation drawings

- \_\_\_\_\_ Specifications (e.g., manufacturer's brochure)
- \_\_\_\_\_ Samples of colors (for exterior and trim)
- \_\_\_\_\_ Sample of materials (for exterior and trim)
- \_\_\_\_\_ Photographs (if available)
- \_\_\_\_\_ Plot/Site Plan
- \_\_\_\_\_ For landscaping (Description of trees, plants, shrubberies, grasses, mulches, gravel, rocks and boulders located on site plan)
- \_\_\_\_\_ For fencing (description of type, height and location on site plan)

I understand that I must receive the written approval of the Architectural Review Committee (ARC) in order to proceed. **If this attachment is not used by the requester, the ARC will return the application to the requester with no action taken.** ARC approval does not constitute approval of the local building or zoning departments, drainage design or structural or engineering safety and/or soundness. I understand that I may be required to obtain building or other permits and approvals prior to commencement of any work. I agree that my failure to obtain required building or other permits and approvals will result in the withdrawal of ARC's approval.

I further agree not to alter existing drainage patterns on the Lot without the express approval in writing by the Board or the ARC. **Within FIVE (5) days of completion of my improvement, I will notify the ARC in writing.** Upon completion of my improvement, I will authorize ARC or its delegate to enter my property for exterior inspection at a mutually agreed on time, if requested. I agree that my failure to notify ARC in writing of the completion of the improvement, or my refusal to allow inspection, shall result in the withdrawal of approval.

I further agree that if, at any time during the process, the ARC requests to enter onto the Lot or requests further information to determine if the improvement is being constructed in accordance with the approval plan and in compliance with the CC&Rs, I will comply with the request. I agree that my failure to comply with the request shall result in withdrawal of approval. I further understand that the Association may request additional information prior to reviewing this request. In addition, I agree that my failure to start or complete the improvement within the time specified in the application shall result in withdrawal of the approval unless an extension is requested in writing and approved in writing.

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Homeowner(s) signature(s)

Date