

# Architectural Improvements Application

## Castle Ridge Homeowners' Association

BEFORE beginning any exterior improvement project, submission of this completed application to the Castle Ridge Homeowners' Association Architectural committee is required.

This application process is in accord with the Declaration of Covenants, Conditions and Restrictions (CC&R's). Homeowners are required to be familiar with the CC&R's and regulations and to comply with them.

### Instructions:

This is to assist the homeowner in ensuring the application submittal includes all information necessary for a thorough review process.

Projects include, but are not limited to the following:

- 1) Deck restoration, including replacement, repair or refinishing.
- 2) Satellite dish installation location.
- 3) Evaporative cooler or air conditioner replacement, including roof jack.
- 4) Replacement windows and doors.
- 5) Outdoor plantings or irrigation.
- 6) Any project requiring work on the exterior of your unit.

The homeowner must contact the Association Manager to make certain that the contractor to be hired by the homeowner for the project has the necessary insurance coverage & licenses to work on the exterior of your townhome unit.

Before work on the project begins, the homeowner must supply the Association Manager with a copy of:

- 1) The selected contractor's certificate of necessary insurance coverage.
- 2) All required building permits.

Kindly complete the attached application form in its entirety. The Architectural Committee will use the information provided to evaluate your application. A majority of committee members is required for application approval. Applications normally are reviewed within 7 days of submittal. Homeowners must notify the Architectural Committee when work has been completed. Approvals expire at 6 months; approved projects not completed within six months of application approval must be resubmitted.

Homeowner supplies information:

NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

YOUR MAILING ADDRESS: \_\_\_\_\_

YOUR PRIMARY PHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_

YOUR EMAIL: \_\_\_\_\_

SUBMITTAL DATE: \_\_\_\_\_

Your description of the proposed project(s):

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Submit documents noted below:

\_\_\_\_\_ 1) Site Plan drawings to scale to include address and locations for patios, decks, walkways, and any other exterior improvements.

\_\_\_\_\_ 2) Architectural Drawings to scale to include all dimensions, elevation, and other design details; show in detail how Project attaches to the Unit.

\_\_\_\_\_ 3) Material Specifications to include manufacturer, model numbers, material type, fastener types, stains, colors and installation procedures. Attach manufacturer's Specifications.

\_\_\_\_\_ 4) Landscape/Irrigation plans to include the planting plan (areas of placement for trees, shrubs, ground cover, drip irrigation, etc.), plant material listed by species of trees and shrubs, ground cover material with weed control barrier material.

Homeowner acknowledgements and agreements:

I, \_\_\_\_\_, acknowledge and agree to the following five points:

- 1) Compliance: Construction of improvement projects which are determined to be not compliant with this application and conditions of approval issued by the Architectural Committee, may lead the committee to require removal or reconstruction of said

improvement, in order to come into compliance, or may lead to litigation initiated by the Castle Ridge HOA Board of Directors to enforce compliance.

2) Changes: Any change to the approved plan requires that I submit a revised application for approval. I agree that I will not proceed with the revised plan until approved by Castle Ridge HOA.

3) Completion:

I \_\_\_\_\_ (*initials*) agree that this project shall be promptly completed in accordance with the plans and specifications approved by the Castle Ridge HOA Board of Directors, at my sole cost and expense.

4) Owner Responsibility:

I \_\_\_\_\_ (*initials*) shall be fully responsible for any and all losses, injury and/or damage to person(s) or property, and any and all claims, demands, or causes of action whatsoever, of any nature and kind, asserted by any person and alleged to arise from or in connection with the Project.

5) Indemnification:

I \_\_\_\_\_ (*initials*) agree to fully and unconditionally indemnify and hold Castle Ridge HOA harmless from all loss, injury and/or damage to person(s) or property (including but not limited to common elements of Castle Ridge HOA and all property for which the Castle Ridge HOA is responsible), and any and all claims, demands, of causes of action whatsoever, of any nature and kind, asserted by any person and alleged to arise from, in connection with, or resulting from the Project and/or my actions in furtherance thereof.

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*Homeowner's Signature*

Date

**Architectural Improvements Application**  
**Castle Ridge Homeowners' Association**  
**Architecture Committee Action**

Regarding the proposed Application for Improvement:

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Description: \_\_\_\_\_

The application is APPROVED. \_\_\_\_\_ (initialed by committee member.)

Conditions (if any):

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(Or, if applicable.) The application is DENIED for the following reasons:

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Signed for the Architectural Committee by:

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature & Date*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature & Date*

\_\_\_\_\_  
*Castle Ridge Board of Directors*

\_\_\_\_\_  
*Signature & Date*