

STETSON HILLS MASTER HOA IMPROVEMENT REQUEST FORM

In an effort to provide for and protect each individual owner's rights and property values and maintain the Community it is required by the HOA Covenants that any owner considering improvements and/or change of their deed property, must submit a Improvement Request to the HOA Architectural Review Committee (ARC) for planned improvements and /or changes. If any change is made that has not been approved or is in violation of the Covenants or Architectural Standards, the HOA has the responsibility and authority to require the homeowner to correct or remove the improvement(s) and/or change to the property. Violations are subject to site assessments or necessary legal recourse as outlined in the Covenants and HOA Enforcement policy.

This form is not to be used for paint. The HOA has a separate form for paint submissions. Please complete this form in detail and print clearly. Form must be signed and dated.

DATE: _____ PRINT NAME OF OWNER: _____

PROPERTY ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

EMAIL ADDRESS: _____

Requests must be received to allow for review before work commences. Incomplete requests will be returned with corrections. Per the Covenants the ARC has up to 30 days to review improvement requests but strives to review complete requests within 7-10 days so please plan accordingly. Please read the standards before submission.

1. Briefly describe the improvement/change proposed: (include drawings with all dimensions, provide a site plan):

2. Who will do the actual work? (For your protection, we recommend that you use a licensed, bonded, and insured contractor.

3. Location of improvement (check applicable areas). **You must attach a scaled drawing or property plot plan to show the exact intended location of improvement if applicable.** (Include distances from the house and property lines). Provide pictures or sketch as necessary to explain what you are doing.

_____ front of house _____ back of house _____ side of house _____ roof _____ patio _____ garage
_____ other:

Material necessary for proposed improvement/change (check and identify types and colors): Must attach digital sample of material used for roof shingles. Provide the manufacturer name//brand, type, model #, specifics as applicable that precisely describes what materials will be used, by size and type etc. Provide pictures of actual product if possible. The Architectural Standards section(s) which pertain to common types of requests are listed after the item but may include other sections not listed below. Please check standards. Owners must meet all applicable standards.

- ☐ Fences & Stain (AA) _____
- ☐ Rock/Brick/Stone (LL, WWW,Z) _____
- ☐ Basketball Backboards (L,XX) _____
- ☐ Screening (TT) _____
- ☐ Roof Shingles(AAA) _____
- ☐ Driveway(EE,DDD,W,X) _____
- ☐ Electrical/Lighting (MM) _____
- ☐ Decks(DDD,T) _____
- ☐ Landscaping (H, I, EE, JJ, LL, MMM, AAAA) _____
- ☐ Sheds(DDD,FFF) _____
- ☐ Patio Covers/Awnings(AAA,J,TT) _____

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- ☐ Gazebos/Pergolas (AAA,DD) _____
- ☐ Greenhouses (FF,GG,AAA,DDD)_____
- ☐ Antenna/Cable Dishes (G,OO,BBB)_____
- ☐ Hot Tubs (HH)_____
- ☐ AC Units (E,Y,NNN)_____
- ☐ Address Numbers (C)_____
- ☐ Dog Runs (U)_____
- ☐ Other _____

Owner's Affidavit: (Read and initial)

1. To my knowledge, nothing in the proposed improvement/alteration request is in violation of the Declaration of Covenants, Conditions, and Restrictions of Ridgeview at Stetson Hills Masters HOA as applicable to the subject lot. _____ (initial)
2. I represent and warrant that the proposed improvement/alteration will be completed in strict compliance with the Governing Documents (HOA Covenants and Architectural Standards) _____ (initial)
3. I understand that approval by the ARC shall in no way be construed as a waiver of modification of the Governing Documents. _____ (initial)
4. I represent and warrant that the proposed improvement/alteration will be in conformity and harmony of external design and location to the surrounding structures and topography, and that the quality of workmanship and materials involved will be in conformity with that of the existing structure. _____ (initial)
5. I understand that it is my responsibility to conform to any city, county, state, federal, or other agency building codes and ordinances to include obtaining required building permits through Pikes Peak Regional Building Dept. (PPRBD) that may apply to this improvement/alteration and that approval by the ARC shall in no way be construed as a waiver as such. _____ (initial)
- 6. I agree that no construction or other work detailed on this improvement/alteration request shall commence until I have received the written approval from the Association Architectural Review Committee. I understand that the Association ARC will act on this request as quickly as possible and contact me regarding their decision. _____ (initial)**
7. I have read and understand all the specific sections of the Covenant's and Architectural Standards that pertain to my request. _____ (initial)
8. Upon completion owner shall submit a photo of the finished improvement to be added to their file. _____ (initial)

*****Renters submitting plans must show proof of permission from homeowner before doing work*****

Construction Start Date

Construction Completion Date

Signature of Homeowner & Date

RETURN TO: Stetson Hills Master HOA

C/O Indygo Community Mngt

102 S Tejon St, Suite 1100, Colorado Springs, CO, 80903

719-466-2606 office Email:

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