

STETSON HILLS HOA HOME IMPROVEMENT APPROVAL REQUEST FORM

In an effort to provide and protect each individual homeowner's rights and values, it is required that any homeowner considering improvements and/or change of their deed property, must submit a Request for Home Improvement Approval Form to the HOA Architectural Review Committee (ARC) for planned improvements and/or changes. If any change is made that has not been approved, the HOA Board has the authority to require the homeowner to remove the improvement(s) and/or change from the property or be assessed fines and liens until corrected.

This form is not to be used for paint. The HOA has a separate form for paint submissions. Please complete this form in detail.

DATE: _____ PRINT NAME OF OWNER: _____

PROPERTY ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

EMAIL ADDRESS: _____

Requests must be received the day prior to the ARC meetings which are held the 2nd Thursday of each month. Incomplete requests will be returned. Per the Covenants the ARC has up to 30 days to review improvement requests but strives to approve simple requests within 2 weeks so please plan accordingly.

1. Briefly describe the improvement/change proposed: (include drawings with size and height):
2. Who will do the actual work? (For your protection, we recommend that you use a licensed, bonded, and insured contractor or contractors.
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 walls and houses). Provide pictures 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 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, or size and type etc. Provide pictures of actual product if possible. The Architectural Guideline section(s) which pertain to the more common types of requests are listed after the item but may include other sections not listed.

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

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- Gazebos/Pergolas (DD)_____
- Greenhouses (FF, GG)_____
- Antenna/Cable Dishes (G,OO,BBB)_____
- Hot tubs (HH)_____
- Swamp Coolers/AC (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 Guidelines) _____ (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 the specific sections of the Covenant's and Architectural Guidelines 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*****

Planned Construction Start Date

Planned Completion Date

Signature of Homeowner

RETURN TO: Stetson Hills Master HOA
4325 N Nevada Ave Suite 100
Colorado Springs CO 80907
(719) 314-4524 office / (719) 578-9140 fax
arc@stetsonhillshoa.com

Complete architectural request packet must be received by close of business the Wednesday prior to the monthly Thursday Architectural Committee Meeting to ensure it will be viewed at that month's meeting.