

**REQUEST FOR HOME IMPROVEMENT APPROVAL
AUSTIN HEIGHTS HOMEOWNERS ASSOCIATION**

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 Architectural Committee for planned improvements and /or changes. If any change is made that has not been approved, the Committee has the right to require the homeowner to remove the improvement and/or change from the property. PLEASE COMPLETE THIS FORM IN DETAIL.

DATE: _____

PRINT NAME OF OWNER: _____

PROPERTY ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

EMAIL ADDRESS: _____

1. Briefly describe the improvement/change proposed: (include size and height):

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

3. Location of improvement (check applicable areas). YOU MUST ATTACH A LOT SURVEY OR SCALE DRAWING INCLUDING ELEVATIONS TO SHOW LOCATION OF IMPROVEMENT IF APPLICABLE. (Include distances from walls and houses)

____ Front of house ____ back of house ____ side of house ____ roof ____ patio ____ garage
____ other:

1. Material necessary for proposed improvement/change (check and identify types and colors: MUST ATTACH ONE (1) PAINT/STAIN SAMPLE OF EACH COLOR MATERIAL TYPE/COLOR

____ Paint _____

____ Stain _____

____ Lumber _____

____ Brick _____

____ Screen _____

____ Shingles _____

____ Pipe _____

____ Electrical _____

____ Fence _____

Other _____

OWNER'S AFFIDAVIT

1. I am familiar with the Governing Documents of the Austin Heights Homeowners Association (available online at <http://www.aheightshoa.com/gov.htm>) as applicable to the subject lot and to my knowledge, nothing in the proposed improvement/alteration is in violation of them.
2. I represent and warrant that the proposed improvement/alteration will be completed in strict compliance with the Governing Documents.
3. I understand that approval by the Architectural Committee shall in no way be construed as a waiver of modification of the Governing Documents.
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.
5. I understand that it is my responsibility to conform to any city, county, state, federal, or other agency building codes and ordinances that may apply to this improvement/alteration and that approval by the Architectural Committee shall in no way be construed as a waiver as such.
6. I agree that no construction or other work on this improvement/alteration shall commence until I have received the written approval from the Architectural Committee. I understand that the Architectural Committee will act on this request as quickly as possible and contact me regarding their decision.
7. I understand that the ARC may share this application (or portions thereof) with my neighbors and solicit their input which may be taken into consideration.

CONDITION OF APPROVAL AND DISCLAIMER

Unless specifically agreed otherwise in writing by the Board of Directors, approval of the submitted plans is expressly conditioned upon the owner agreeing to assume the cost for any additional maintenance directly or indirectly caused by the proposed modification(s), addition(s) or improvement(s).

During the approval process, the Association may require that its architect, landscape consultant, attorney, contractor, etc., review the proposed plans. SUCH REVIEWS ARE VERY LIMITED IN SCOPE AND MAY NOT BE RELIED UPON BY THE OWNER TO ENSURE CORRECTNESS OF PLANS FROM EITHER A LEGAL, ARCHITECTURAL, STRUCTURAL, ENGINEERING, LANDSCAPING, ETC., STANDPOINT.

The applicant FURTHER AGREES AND REPRESENTS that, as a condition of submittal, they independently reviewed and confirmed that the proposed plans are correct for a legal, structural, architecture, engineering, and/or landscaping standpoint and will not in any way, other than that which has been disclosed in the application, negatively impact the Association or cause damage or additional maintenance to Association-owned land and/or Association maintained property.

The applicant FURTHER AGREES AND REPRESENTS that the applicant has complied with all applicable Federal, State, County and City laws and ordinances and has obtained all necessary permits in connection with the proposed plans. Applicant further agrees to send copies of all permits to the Association prior to the actual implementation of the proposed plans.

Construction Start Date

Completion Date

Signature of Homeowner

RETURN TO: Austin Heights Homeowners Association
7834 N Academy Blvd
Colorado Springs CO 80920

(719) 314-4502 office / (719) 578-9140 fax
tammyb@diversifiedprop.com

REQUEST FOR HOME IMPROVEMENT APPROVAL

RESOLVED: In accordance with Governing Documents and 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" (REQUEST) to the Architectural Committee for planned improvements and /or changes.

FURTHER RESOLVED: The attached form shall be used for the REQUEST.

FURTHER RESOLVED: The attached "OWNERS'S AFFIDAVIT" shall be made a part of the REQUEST and incorporated therein.

FURTHER RESOLVED: The attached "CONDITION OF APPROVAL AND DISCLAIMER" shall be made a part of the REQUEST and incorporated therein.

NOTICE

RESOLVED: Upon receipt of a "REQUEST FOR HOME IMPROVEMENT APPROVAL" (REQUEST), the Architectural Committee shall have homeowners whose lots adjoin (are actually in contact with) the property subject to the REQUEST notified by mail of the REQUEST. The Notice shall include a brief description of the REQUEST, the procedure for requesting further information or a hearing, and a due date for responses. Responses shall be held in confidence and no information other than the REQUEST shall be disclosed.

FURTHER RESOLVED: The Notice shall also state that disapproval by a neighbor does not necessarily mean the Request will be denied. A neighbor's disapproval will be taken into consideration, however, final approval or disapproval, will be made by the Architectural Committee in accordance with the Association's Governing Documents and Design Standards.