

ARCHITECTURAL REVIEW COMMITTEE Project Application of Aspen Brook Townhome Homeowners Association

Name: _____ Day Phone: _____
 Address: _____ Evening Phone: _____
 City/State/Zip: _____ Email: _____

My request involves the following type of improvement(s):(please mark one)

Painting Deck/Patio Slab Roofing Drive/Walk Addition
 Landscaping Exterior Doors Room Addition Awning / Patio Cover
 Fencing Other: _____

Describe Improvement(s) (Attach additional documentation and/or drawings as needed):

Anticipated Start Date: _____ **Completion Date:** _____

I understand that I must receive the written approval from the Association in order to proceed. Association approval does not constitute approval of the City or the Local Building Department. All work must meet all applicable building codes and zoning requirements. I agree to obtain all necessary permits and/or licenses and pay any fees as may be required by governing entities and understand that failure to do so will result in a withdrawal of an approval.

I agree to complete the improvement(s) promptly after receiving approval and to notify the ARC Board immediately of completion of work, with permission to enter and inspect at any time during the process. I agree to comply with any request by the ARC Board to enter onto the property or supply any additional information for the purposes of determining if the improvement(s) comply with the approved plan and with the covenants and guidelines. Refusal to abide by any of the above shall result in withdrawal of an approval.

Failure to start or complete the improvement(s) within the time specified on the application shall result in withdrawal of approval unless an extension is requested and approved in writing. Please note that the ARC Committee of your Association has a minimum of 30 days to respond to your request.

I have read and fully understand and agree to the above.

Unit Owner Signature: _____ DATE: _____

ARC COMMITTEE ACTION

Approved as submitted Disapproved (See Comments)
 Approved subject to (See Comments)

COMMENTS: _____

Committee Member Signatures:

	Date		Date
	Date		Date