
Residential, Commercial and HOA Property Management

ARCHITECTURAL IMPROVEMENTS REQUEST

Pursuant to the Declaration of Covenants, Conditions, and Restrictions and the Board of Directors' Resolution regarding architectural control, I/we submit the following application to make improvements:

Date: _____

Address of Property: _____

Name(s) of Owner: _____

Mailing Address: _____

Phone Number: (Home) _____ (Work) _____ (Email) _____

Description of Work (including design, nature, type, size, shape height, width, color, materials, and location of proposed improvements): _____

_____ Plans including location, elevations, and dimensions

_____ Specifications (e.g., manufacturer's brochure)

_____ Samples of colors

_____ Samples or description of materials


_____ Photographs

_____ Other

I understand that under the Covenants and Rules and Regulations, the Committee will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the Association.
2. All work will be done at my expense, and all future upkeep and maintenance will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in good workmanlike manner by myself or a contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners of the Association.
5. No trash or debris from the project will be placed on property belonging to other unit owners or on Association common property.

- 6. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
- 7. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected to this work.
- 8. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws, codes, regulations, and requirements in connection with this work, and will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Homeowners Association, its Board of Directors, its agent(s), and the Committee have no responsibility with respect to such compliance and that the Board of Director's or its designated Committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.
- 9. The contractor name and contact number is: _____

- 10. In the event of approval, I will notify the Architectural Control Committee in writing when the work is completed so that an inspection can be made to ensure that it conforms to what was approved.
- 11. If approved, work would start on or about _____ days after approval and would require approximately _____ days to be completed. 

Signature Date Signed

Mail in duplicate to:

Name of Association: _____
 c/o: All Property Services, Inc.
 1630 S College Ave
 Fort Collins, CO 80525

I hereby acknowledge receipt of the above and its marked attachments on this _____ day of _____, 20____, at _____ o'clock _____ a.m. / p.m.

This receipt is not acknowledgement that such submission is complete.

By: _____
 Association or Community Manager Date

By: _____
 Architectural Control Committee Date

Approved [] Denied []