

## FOR OFFICE USE ONLY

Date Received	Date Sent to ARC	Date Received by ARC
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**Arrowhead Architectural Review Request Form**

**Vista Management Associates, Inc.**  
**8700 Turnpike Dr., Suite 230**  
**Westminster, CO 80031**  
**Phone: 303-429-2611 ext. 106 / Fax: 303-429-2632**  
**phyllis@vistamgmt.com**

Name: \_\_\_\_\_

Phone: (home) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (work) \_\_\_\_\_

**My request involves the following type of improvements:**

___ Painting	Be sure to provide: <ul style="list-style-type: none"> <li>• Painted sample of body, garage door, front door, trim, roof drip edge/flashing and accent colors on separate 8½" x 11" white stock. If a color is used in more than one location, please indicate it on this form. Manufacturer color chip samples cannot be accepted.</li> <li>• Color photo of brick or stone on house.</li> <li>• Color photo of neighbor's house colors (both sides, if applicable).</li> </ul>
___ Garage Doors	Be sure to provide: <ul style="list-style-type: none"> <li>• Sufficient detail to describe the replacement garage door including style and material.</li> <li>• A photo or drawing of the new garage door.</li> </ul> <p>*Note: If your home has two garage doors, they must match <u>EXACTLY</u>, both in style and color.</p>
___ Shed ___ Deck ___ Patio Cover ___ Room Addition ___ Playhouses ___ Jungle Gyms ___ Play Sets ___ Gazebos	Be sure to provide: <ul style="list-style-type: none"> <li>• Sufficient detail to describe construction including all dimensions (drawings/photos).</li> <li>• Building material description/sample.</li> <li>• Shingles and trim color/materials to match house.</li> <li>• Maintain proper drainage.</li> <li>• Obtain pertinent city building permits.</li> </ul>
___ Patio Slab ___ Driveway ___ Walk Addition	Be sure to provide: <ul style="list-style-type: none"> <li>• Sufficient detail to describe project (drawings/photos).</li> <li>• Description (and sample, if not standard concrete) of materials to be used.</li> <li>• Maintain proper drainage.</li> <li>• Obtain pertinent city building permits.</li> </ul>

___ Basketball Backboard	<p>Be sure to provide:</p> <ul style="list-style-type: none"> <li>• Copy of sales literature/installation sheet describing construction and installation.</li> <li>• Photo of where backboard is to be installed.</li> </ul> <p>* Note: Backboard must either be mounted over the garage or on a portable stand. Portable basketball hoops cannot be placed on the sidewalk or in the street, and must be stored away from view during the winter months (December thru March).</p>
___ Landscaping	<p>Be sure to provide:</p> <ul style="list-style-type: none"> <li>• Sufficient detail to describe landscaping (drawings/photos).</li> </ul>
___ Roofing	<p>Be sure to provide:</p> <ul style="list-style-type: none"> <li>• Sufficient detail to describe construction (drawings/photos).</li> <li>• A physical sample of the shingles you are going to be using.</li> <li>• A color photo of your home.</li> </ul> <p>*Note:</p> <ul style="list-style-type: none"> <li>• If you have a shed, its shingles must also be replaced to match the new ones.</li> <li>• Drip Edge/Flashing must be painted to match the exact same color of the existing house trim.</li> <li>• If you have any questions, please contact the Property Management Company immediately to avoid any costly mistakes.</li> </ul>
___ Fencing	<p>Be sure to provide:</p> <ul style="list-style-type: none"> <li>• Sufficient detail to describe construction (drawings/photos).</li> <li>• Building material description/sample</li> </ul> <p>*Note: No fence shall exceed 6 feet in height from the finished grade. If the new fence meets a fence of a different height, the fence must transition within an 8 foot distance.</p>
___ Other	<p>Be sure to provide sufficient detail to describe the project including (drawings/photos).</p>

**Describe improvements (attach additional documentation as needed):**

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**Planned completion date:** \_\_\_\_\_

**Note: Approval valid for 90 days from date of approval.**

**I have read the entire 4 page Arrowhead Architectural Review Request Form and understand that I must receive approval of the Association in order to proceed. I agree to submit all 4 pages of this Architectural Review Request Form.**

**I agree that all modifications will be done in a professional manner. I will notify the Arrowhead HOA when the project is complete and ready for inspection.**

**I agree to be held 100% responsible for all work explicitly listed on this Architectural Review Request Form including any other work performed as part of this request including any and all alterations, modifications or additions/removals not listed on this Architectural Review Request Form. I further agree to be 100% responsible for any work related to this request including any and all alterations, modifications or additions/removals which was not listed on this Architectural Review Request Form which was performed by myself or others with or without my prior knowledge or approval.**

**I agree to immediately remove or correct any alterations, modifications or additions/removals not explicitly listed on this Architectural Review Request regardless of who performed the work with or without my prior knowledge or approval.**

**I will be responsible for complying with, and will comply with, all applicable federal, state, and local city 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 Arrowhead HOA, its Board of Directors, its agent(s), and the Architectural Review 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 complies with any existing or new law, code, regulation, or governmental requirement.**

**I agree, as a condition of approval of this application, to indemnify and hold harmless the Arrowhead HOA, its Board of Directors, its agent(s), and the Architectural Review Committee and its representatives from all claims, losses, liabilities, and costs which may be caused by or related to any architectural modification done by homeowner.**

**I agree to complete improvements promptly after receiving approval and will comply with all said instruction and requirements.**

**I agree to immediately remove ALL contractor/business advertising signs associated with this request as soon as the project has been completed.**

**I have read and agree to comply with the ENTIRE 4 page Architectural Review Request Form and Procedure. Failure to submit the complete 4 page Architectural Review Request Form will result in an immediate denial.**

**Date: \_\_\_\_\_ Homeowner's Signature: \_\_\_\_\_**

## Committee Action

**\*All 4 pages of the Arrowhead Architectural Review Request Form MUST be submitted.**

	Approved as submitted.		Approved subject to the following requirements:		Disapproved for the following reasons:

Completion required by: \_\_\_\_\_

**All Architectural Review Request Forms must be signed by two (2) Committee Members**

Committee Member Signature #1 \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member Signature #2 \_\_\_\_\_ Date: \_\_\_\_\_

## **APPEAL**

Appealed on: \_\_\_\_\_

**Reason for appeal:**

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Approved by: \_\_\_\_\_ Board Member

Disapproved by: \_\_\_\_\_ Board Member