

Please submit the original application form and two copies, including this cover sheet.

HOMEOWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_ NUMBER: \_\_\_\_\_

# RESIDENTIAL IMPROVEMENT APPLICATION FORM

FOR DECK CONSTRUCTION: OBTAIN “SUPPLEMENT TO ARCHITECTURAL REVIEW COMMITTEE GUIDELINES.”

## GLENEAGLES VILLAGE HIGHLANDS RANCH

Revised September 2004, 4/2012, 4/2014, 6/2015

**Fill out the appropriate sections of the HRC A application on pages 1 & 2. Please include your signature on page 2.**

THE ARCHITECTURAL REVIEW COMMITTEE OF THE GLENEAGLES VILLAGE HOMEOWNERS ASSOCIATION HAS PREPARED THIS APPLICATION FORM.

THE ARCHITECTURAL REVIEW COMMITTEE RESERVES THE RIGHT TO ADD TO OR MODIFY THIS FORM AT ITS DISCRETION.



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## APPLICATION FOR APPROVAL SUBMISSION TO ARCHITECTURAL REVIEW COMMITTEE

Fee: \$ N/A  
CG# Check/Cash

**A. GENERAL INFORMATION:**

Date: \_\_\_\_\_

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

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

Sub-Association: \_\_\_\_\_  Single Family Home  Duplex

Mailing Address (if different from property): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**B. MY REQUEST INVOLVES THE FOLLOWING TYPE OF IMPROVEMENT:**

- |  |   |
|--|---|
| <input type="checkbox"/> Landscaping                         | <input type="checkbox"/> Painting (if so, fill out Section D below) |
| <input type="checkbox"/> Paving - Driveway/Walkway/Slab      | <input type="checkbox"/> Deck/Patio                                 |
| <input type="checkbox"/> Play Equipment/BB Hoop/Sports Court | <input type="checkbox"/> Roofing (if so, fill out Section E below)  |
| <input type="checkbox"/> Windows/Doors                       | <input type="checkbox"/> Deck or Patio Cover/Pergola                |
| <input type="checkbox"/> Storage Shed/Chicken Coop           | <input type="checkbox"/> Commercial Vehicle                         |
| <input type="checkbox"/> Awning/Trellis/Arbor                | <input type="checkbox"/> Solar Energy                               |
| <input type="checkbox"/> Fencing/Gate                        | <input type="checkbox"/> Other: _____                               |

**C. DESCRIPTION OF WORK (INCLUDE NATURE, KIND, COLOR, AND LOCATION OF PROPOSED IMPROVEMENT):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. PAINT FORM FOR EXTERIOR PAINT (ONLY FILL OUT IF APPLICABLE)**

- For custom mixed colors, include a sample of the requested paint color(s).
- Are the requested colors existing on the home:  Yes  No

Brand Name(s)	Color Name	Color Code
Base/Body		
Trim		
Accent		
Accent Location	<input type="checkbox"/> Front Door <input type="checkbox"/> Shutters <input type="checkbox"/> Roofline/Fascia <input type="checkbox"/> Corbels	

**E. ROOFING FORM (ONLY FILL OUT IF APPLICABLE)**

Existing Material		
New	Manufacturer :	Model:
Product	<input type="checkbox"/> Asphalt <input type="checkbox"/> Shake <input type="checkbox"/> Tile <input type="checkbox"/> Stone coated Steel	
Warranty	<input type="checkbox"/> Lifetime <input type="checkbox"/> 50yr <input type="checkbox"/> 40yr <input type="checkbox"/> 30yr <input type="checkbox"/> 25yr <input type="checkbox"/> Other:	
Color		

**F. ATTACHMENTS:**

- |   |  |
|---|--|
| <input type="checkbox"/> Samples or description of colors     | <input type="checkbox"/> Sample of _____ material(s) |
| <input type="checkbox"/> Specifications (e.g. manufacturer's) | <input type="checkbox"/> Elevation drawings          |
| <input type="checkbox"/> Construction Plans                   | <input type="checkbox"/> Architectural drawings      |
| <input type="checkbox"/> Photographs of existing condition    | <input type="checkbox"/> Plot Plan                   |

I understand that I must receive written approval of the Architectural Review Committee in order to proceed. The Architectural Review Committee approval does not constitute approval of the local building or zoning department, drainage design or structural or engineering safety and/or soundness. I understand that I may be required to obtain building or other permits and approvals prior to the commencement of any work. I agree that my failure to obtain required building or other permits and approvals will result in the withdrawal of the Architectural Review Committee's approval.

I further agree not to alter existing drainage patterns on the Lot without the express approval in writing by the Architectural Review Committee. Upon completion of my improvement, I hereby authorize the Architectural Review Committee or its delegate to enter onto my property for exterior inspection at a mutually agreed upon time, if requested. I agree that my refusal to allow inspection may result in the withdrawal of the approval.

I further agree that if, at any time during the process, the Architectural Review Committee requests to enter onto the Lot or requests further information to determine if the improvement is being constructed in accordance with the approved plan and in compliance with the covenants, I will comply with the request. I agree that my failure to comply with the request shall result in withdrawal of the approval. I further understand that the Association may request additional information prior to reviewing this request. In addition, I agree that my failure to start or complete the improvement within one (1) year shall result in withdrawal of the approval unless an extension is requested in writing and approved in writing.

PLEASE CHECK IF YOU ARE RESPONDING TO A NON-COMPLIANCE LETTER. DATED: \_\_\_\_\_

Submitted by Signature: \_\_\_\_\_

Homeowner: \_\_\_\_\_

Contractor: Company: \_\_\_\_\_ Signature: \_\_\_\_\_

**DECISION OF THE ARCHITECTURAL REVIEW COMMITTEE**

APPROVED

CONDITIONALLY APPROVED WITH THE FOLLOWING PROVISIONS:

\_\_\_\_\_

PARTIAL:

\_\_\_\_\_

DENIED FOR THE REASON(S) STATED BELOW:

Improvement does not comply with applicable provisions of declaration of covenants, conditions, and restrictions section(s): \_\_\_\_\_

Improvement is not reasonably suitable for the lot or in harmony with surrounding structures.

Not an approved exterior paint color. Suggested Colors:

	Color Name	Color Code
Base/Body		
Trim		
Accent		
Accent Location	<input type="checkbox"/> Front Door <input type="checkbox"/> Shutters <input type="checkbox"/> Roofline/Fascia <input type="checkbox"/> Corbels	

Other:

\_\_\_\_\_

ARC Member: \_\_\_\_\_ Date: \_\_\_\_\_

**GLENEAGLES VILLAGE HOMEOWNERS ASSOCIATION (GEVHOA)  
ARCHITECTURAL REVIEW COMMITTEE (ARC)  
RESIDENTIAL IMPROVEMENT APPLICATION FORM**

**COMPLETE THE FOLLOWING SECTION:**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ OTHER PHONE: \_\_\_\_\_

TYPE OF IMPROVEMENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Application approval is good for one year. Once construction begins, the contractor has 60 days to complete the work. Special circumstances will be considered by ARC.**

**PLEASE LEAVE THREE COPIES AT THE CLUB DESK**

- All applications must include pages 1 through 5, and all necessary drawings.
- Applications must include an Easement Encroachment, if applicable. This form is available at the Club desk.
- Review the “**ARC Guidelines for Residential Modifications**,” adopted by the BOD 9/23/99, revised on 11/15/00, 8/22/02, 10/23/03, 9/2013, 4/2014. These Guidelines are available at the Club desk. Contact any Committee member with questions.
- **STREET PARKING:** Using street parking for vehicles and related construction equipment, including san-o-lets, will be limited to one week for each new architectural permit. If a violation occurs, a written notice will be given to the homeowner giving them 24 hours to remove the violation or be fined \$50 per day until it is corrected. Moving of the violation a short distance or returning another day will not be allowed. Projects needing longer than one week for completion will require special approval from the BOD to use street parking.

**FOR ARC USE ONLY**

Date received: \_\_\_\_\_

Date approved: \_\_\_\_\_ By: \_\_\_\_\_

By: \_\_\_\_\_

Date approved by HR/ARC: \_\_\_\_\_

## HOMEOWNER'S RESPONSIBILITIES

This list is provided to assist you in a smooth implementation of your addition.

### PLEASE READ AND INITIAL EACH ITEM:

- \_\_\_\_\_ **STRUCTURAL ADEQUACY:** The homeowner is responsible for structural adequacy. The ARC does not review the proposed improvement/addition for structural adequacy.
- \_\_\_\_\_ **BUILDING AND SAFETY REGULATIONS:** Approval of plans by the Gleneagles Village Architectural Review Committee (ARC) does not relieve the property owner of complete adherence to all codes and regulations within the jurisdiction of all governing agencies (i.e. Douglas County Building Department, as well as appropriate utility companies.) In some cases, building permits will be required for your improvement. Failure to meet County requirements as to codes and licenses could result in orders to remove the alteration, condemnation proceedings, loss of insurance, and even calling in a mortgage. The ARC does not review the application for adherence to building codes and safety regulation. This is the homeowner's responsibility.
- \_\_\_\_\_ **WORKMANSHIP:** It is the responsibility of the property owner to assure that all work performed on the subject improvements be done in a manner equal to or better than the standards of workmanship applied to the original construction on your property.
- \_\_\_\_\_ **PROJECT COMPLETION:** Once started, contractor will complete the project within 60 days, barring special circumstances.
- \_\_\_\_\_ **EASEMENTS:** An easement is an area within your lot where Utilities have the right of entry for construction or maintenance of their facilities. If the proposed construction will cover any easement, the homeowner should inform the utilities involved using information from Appendix I, of the most currently revised "**ARC Guidelines for Residential Modifications.**" Easement encroachment forms must be filed with Douglas County. This form is available at the Club desk.
- \_\_\_\_\_ **SPRINKLER SYSTEM:** Construction is not allowed over sprinkler supply lines. Sprinkler pipes and heads must be relocated at the homeowner's expense. It is advisable to work with the Association Landscaping Contractor in relocation of lines and proper heads.
- \_\_\_\_\_ **DRAINAGE:** The established drainage pattern of your lot must not be altered either during or after the construction of any improvement to the property.
- \_\_\_\_\_ **LANDSCAPING:** Any changes to completed or planned landscaping must be approved by the Landscape Committee.
- \_\_\_\_\_ **MAINTENANCE OF IMPROVEMENTS:** Upon erecting any addition either by the builder at the homeowner's option or by the homeowner, the homeowner becomes responsible for the timely maintenance of the addition. Refer to the "**ARC Guidelines for Residential Modifications**" regarding specific types of improvements and maintenance.
- \_\_\_\_\_ **DAMAGE DUE TO CONSTRUCTION:** Before you do any digging on your property, call the local utility companies to locate any underground telephone line, cable television line, high pressure gas line and/or high voltage electric cables.

If any existing public improvement or utilities are damaged or destroyed during any phase of construction to which approved plans apply, the owner shall, at his own expense, replace and/or repair such damage, subject to the final approval of the appropriate governing agencies and/or Utility Companies.

**DESCRIPTION OF PROPOSED IMPROVEMENT**

**GENERAL:**

A description of the proposed improvement with sufficient detail of style, material and finish is required so that the ARC can determine compliance with governing criteria defined in the previous page.

**ATTACH THE FOLLOWING INFORMATION:**

**PLANS:**

- Plot Plan (Provided to you at your closing)
- Drawings of improvement (to scale, including dimensions) showing:
  - Plan (top) view of improvement (showing size and relation to the existing house)
  - Elevations (front & both sides, showing doors, windows, etc. and finished grades)
  - Existing improvements (including driveways, walks, decks, trees, bushes, etc.)
  - Property lines
  - Outside boundary lines of the house on the lot
  - Easement boundary lines
  - Privacy fences
  - Window wells (if applicable)
  - Sprinkler system changes (if applicable)
  - Landscaping changes (if applicable)
  - Drainage plan changes (e.g. downspouts, contours, etc.)
  - Solar Device Installation plans (if applicable)

**SPECIFICATIONS:**

- Specifications and samples of materials and colors

**VIEW OBSTRUCTION:**

**NEIGHBOR CONSIDERATION:** My adjacent (both sides) neighbors are aware of my proposed project and how it may impact their view.

Neighbor signature: \_\_\_\_\_ Concern? \_\_\_\_\_  
 Neighbor signature: \_\_\_\_\_ Concern? \_\_\_\_\_

**SUBMIT THE APPLICATION:**

Leave **three copies (3)** of your Application with plans at the Club desk. Certain projects require HRCA approval. ARC will forward a copy to them. You will receive notice of approval or disapproval from GEV/ARC.

**DOUGLAS COUNTY APPROVAL:**

If a building permit (or any other approvals) are required, it is the HOMEOWNER'S responsibility to complete all necessary forms and apply for the permit and approvals.

**COMPLETION:** Contractor agrees to complete work within 60 days.

**INSPECTION:**

We recognize that the Association has the right to inspect the project at any time, and we agree to take such action as may be necessary to remedy any noncompliance with the approval previously given by the Gleneagles Village Architectural Review Committee.

**SIGNATURE(S):** \_\_\_\_\_ **DATED** \_\_\_\_\_  
Owner(s)

**SPECIAL CONSIDERATIONS**

**PET ENCLOSURES**

Your application/approval for a pet enclosure, in addition to conforming to all architectural requirements, should be further guided by consideration of the following:

**Section D. GENERAL: ANIMALS in the Gleneagles Village Homeowners Handbook, adopted by the Board of Directors on 6/26/98 (most recent revision 5/2014) page 7, states...**

“**Household Pets:** A reasonable number of dogs, cats or other household pets may be kept on a residential site. (A “reasonable number” as used in this section shall mean no more than 2 fur bearing pets per site.) They may not be kept, bred or maintained for commercial purpose. Additionally, pet ownership comes with responsibilities and expectations...”

**Section 10.2 Maintenance of Residential Sites in the Sub-association Declaration for GEV Homeowners Association, Inc, of Highlands Ranch Community Association, Inc., page 40, which states... ”All residential sites within the Gleneagles Village Homeowners Association Area and any improvement thereon...shall be kept and maintained in good repair and in a clean, safe, attractive and sightly condition,,”**

These documents were issued to you at the closing for your home and the message above serves to remind us that we want to be good neighbors. Pet ownership at Gleneagles Village has on occasion given rise to complaints from neighbors. The complaints generally express concern about noise levels, objectionable odors, cleanliness, safety, and proximity of the enclosure as it relates to the neighbor’s outdoor facilities, decks, patios, and lawn chairs. The GEV/ARC will carefully consider these concerns. We urge you to discuss your plans with your neighbors before submitting them for approval.

**SOLAR DEVICE INSTALLATION**

**Your application/approval for solar device roof installation must conform to all architectural requirements as stated in the HRCA and GEV Architectural Guidelines for Residential Modifications Handbook.**

**Homeowner Responsibilities:**

1. Equipment removal requires restoration of the installation location to its original condition. Owners shall be responsible for all costs relating to restoration.
2. Roof damage requiring maintenance or replacement of the roof by the HOA during the normal roof life cycle will require the homeowner to remove and replace the solar device at their expense.
3. Future homeowners will be advised of these responsibilities at the time of sale by current homeowners and/or their realtor/agent.

I have read and agree to the above regarding the homeowner’s responsibility regarding solar device installations.

\_\_\_\_\_  
Owner(s)

\_\_\_\_\_  
Dated

### COMPLETION NOTICE

Your address and project description should be added to this page and the page included with your Application when it is submitted. It will be returned to you with your copy of the Application after the Committee has taken action.

**WHEN YOUR PROJECT IS COMPLETE (BUT NOT MORE THAN 30 DAYS AFTER COMPLETION) RETURN THIS COMPLETED AND SIGNED PAGE TO THE CLUB DESK. IF YOUR CONSTRUCTION COVERS AN EASEMENT, YOU MUST ALSO INCLUDE AN "EASEMENT ENCROACHMENT FORM," AVAILABLE AT THE CLUB DESK, SHOWING FILING WITH DOUGLAS COUNTY.**

**TO: GLENEAGLES VILLAGE HOMEOWNERS ASSOCIATION (GEVHOA)  
ARCHITECTURAL REVIEW COMMITTEE (ARC)**

**Re: Property Address** \_\_\_\_\_

**Description of project** \_\_\_\_\_

**Notice is hereby given that we have completed the above-described project.**

**SIGNATURE (S):**

\_\_\_\_\_ **DATED** \_\_\_\_\_  
**Owner(s)**

\_\_\_\_\_ **DATED** \_\_\_\_\_

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### FOR ARC USE ONLY

**Date inspected:** \_\_\_\_\_ **By:** \_\_\_\_\_

**By:** \_\_\_\_\_

### APPROVED/DISAPPROVED

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