

# Architectural Improvement Request

The Grove at Harper Lake Home Owners Association

Date Rec'd CSAMC	_____
Date to ACC	_____
Date of ACC Review	_____
Date HO Notified	_____

Homeowner Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ Evening Phone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

Desired/Estimated Date to START \_\_\_\_\_ Estimated Date of COMPLETION \_\_\_\_\_

Improvements to be completed by  Homeowner  Contractor ( Name: \_\_\_\_\_ )

Have you obtained a City of Louisville Building Permit?  Yes  Not Yet  Not Required

### Brief Description of Improvements

(Be specific: location, color, plant name, materials, etc. Include drawings, plat, survey, material samples, color samples, photographs, etc. as appropriate. Attach additional pages as necessary to fully describe the improvement.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By my signature below, I understand and agree that:

1. Written approval of the Architectural Control Committee (ACC) must be obtained **before** proceeding with the improvements described herein, as provided by Article 5 of the Declaration of Covenants, Conditions and Restrictions of the Homeowners Association (the "Declaration").
2. The improvements must conform to the Restrictive Covenants contained in Article 6, of the Declaration, as interpreted and applied by the ACC.
3. Incomplete, or unsigned, applications will be rejected and returned without decision.
4. A Building Permit may be required by the City of Louisville or other local authorities to undertake improvements. This Architectural Improvement Request is not a substitute for obtaining such a Building Permit from the Planning Department (see <http://www.ci.louisville.co.us/building.htm> ).
5. A followup review and signoff will be made by the ACC when the improvement is complete. It will be my responsibility to notify the ACC when the project is complete and ready for inspection.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ACC Action on Application:

- Approved* as submitted
- Approved*, subject to the following requirements: \_\_\_\_\_
- Not Approved*, for the following reasons: \_\_\_\_\_

ACC Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ACC Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ACC Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ACC Action on Completion of Improvement:

- Approved*, as completed
- Not Approved* as completed, for the following reasons: \_\_\_\_\_

Reviewing ACC Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Process to file a request with the Architectural Control Committee (ACC):**

1. **Application.** Complete this form with sufficient detail and supporting documents (plat, survey, elevations, plans, drawings, color chips, material descriptions, etc.) that will enable the ACC to understand and review your request. Some general guidelines\* are:

- Any change to the outside of your house or your property or their appearances, requires ACC approval.
- Painting or staining your house, deck, fence, etc. requires approval. Colors must be natural or neutral. You must submit color samples with the request.
- Improvements will usually require submission of a drawing, plan, or sketch, with dimensions, type and color of materials and location. Materials must be natural. There are strict requirements on fences, patios, decks, and other common improvements, including setbacks from the property line, that are set forth in the Covenants, so please review the Covenants to be sure your project will comply. Remember, improvements must meet both technical requirements (setbacks, types of material, etc.) and aesthetic requirements (compatibility with adjacent neighbors, neighborhood, etc.) to be approved.
- There are also requirements set forth by governmental authorities, including the City of Louisville, that may require a Building Permit and other inspections, so be sure and check with the appropriate authority.
- Landscaping improvements should include a drawing or sketch to indicate placement. (If adding or removing only a few plants, a drawing may not be needed as long as the locations are adequately described.) Please include the name and approximate mature size of each plant to be added (a picture of the mature plant is very helpful) as well as a description of other materials to be used like timbers, rocks, etc.
- External utility units (e.g., an air conditioner) must be approved prior to installation, and must be concealed from view. Two or three well placed bushes or a lattice or a small fence is a typical method of concealment. Please include the concealment plans with the request for the utility unit.
- Outside antennas are not permitted, except for small (less than 1 meter) direct broadcast satellite television dishes. These should be located in an as inconspicuous location as reasonable, and where practicable should be concealed with landscaping or otherwise (as is required for air conditioner units). The location and appearance should be approved prior to installation.

2. **Schedule/Timeline.** The ACC generally meets on either the first or second Wednesday of each calendar month. Any application to be considered at an ACC monthly meeting must have been submitted to the Management Company by the last day of the preceding month. It is anticipated that all applications will be reviewed and that written decisions will be provided to the homeowner within one week after the ACC monthly meeting.

3. **Deliver To.** To be considered at the next monthly ACC meeting, send your completed application and supporting documents to the Management Company, no later than the last day of the preceding month, to:

The Grove at Harper Lake HOA  
Countryside Asset Management Corp.  
7490 Clubhouse Road, Suite 201  
Boulder, Co 80301  
303-530-0700

4. **Project Completion Review.** When your project is completed, the ACC will review it. It will be your responsibility to notify the Management Company when your project is completed so that the ACC can “signoff” on the completed project and close the project file.

5. **Remember.** Do not proceed with your improvement until you receive written approval from the ACC (and the City of Louisville, where required). It is your responsibility to plan ahead and submit your request well before your project starts.

**If you need a copy of the Declaration of Covenants or need more copies of this application, please contact the Management Company, or go online to <http://www.csamc.com/associations.html>**

\* These guidelines are for your convenience only and are not a substitute for the language of the Declaration of Covenants, Conditions, and Restrictions.