

**PLEASE SUBMIT A SEPARATE FORM FOR EACH IMPROVEMENT PROJECT**

**ARC FORM #**  
\_\_\_\_\_

**MASTER HOMEOWNERS ASSOCIATION FOR GREEN VALLEY RANCH**

**Architectural Review Committee (ARC) Improvement Request Form**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Address: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_ Email: \_\_\_\_\_

**Before completing this form, please read the back side for instructions.**

Please complete the applicable section below and attach a detailed description of the project, including complete plans, sketches/drawings, etc.

<b>PAINT</b>	If you'll be using a pre-approved paint color, enter #(s) below; <b>otherwise</b> , attach 2 color choices with <b>paint chip samples</b> for each area to be painted (body, trim and accent) Base #/name: _____ Trim #/name: _____ Accent #/name: _____ Accent areas: _____ Front Door Color: _____ Screen Door Color: _____ Garage Door Color: _____	HOA Office Review: _____ Pre-Approved#: _____
<b>LANDSCAPE</b>	Select the part(s) of your yard to be landscaped:    Front _____    Back _____    Side _____ Provide the area size of your project, if applicable:    length _____    width _____    height _____ Description: _____	
<b>OTHER REQUEST</b>	Description: _____ _____ _____	

**If you are applying for an accessory building, do you have an existing accessory bldg on your property?**  Yes /  No

The undersigned applicant certifies that he/she has reviewed the Master Declaration and Residential Improvement Guidelines and Site Restrictions for Green Valley Ranch (Green Book) and the proposed improvement project complies with the rules and regulations contained therein. **Improvements must be completed within three (3) months of approval and you MUST notify the office and provide photos of completed project.** Check the appropriate box to indicate the status of the project.

Project has not been started

Project has been started/completed

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>ARC USE ONLY</b>	<input type="checkbox"/> APPROVED as submitted <input type="checkbox"/> <b>APPROVED subject to \$250 review fee</b>	Date: _____
	<input type="checkbox"/> APPROVED subject to:	ARC Member <b>A</b> <b>D</b> <b>I</b>
	<input type="checkbox"/> DISAPPROVED because it does not conform to the aesthetics of the community <input type="checkbox"/> Please see the pre-approved paint book in the GVR office	_____ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> DISAPPROVED because it does not conform to the Green Book guidelines <input type="checkbox"/> Please see section _____ in the	_____ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Green Book	_____ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> INCOMPLETE – Please submit a new ARC form and include the following information:	_____ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## **IMPORTANT INFORMATION – PLEASE READ CAREFULLY**

1. The Master Declaration for Green Valley Ranch requires homeowners receive **written approval** from the Architectural Review Committee (ARC) **prior** to any improvement project being started.
2. Meetings are held twice monthly April - September and once a month from October - March. Forms must be received one week prior to a regularly scheduled meeting in order to be reviewed at that meeting.
3. **A \$250.00 review fee** will be assessed if the project is started before approval is granted.
4. Drawings, plans, color chips, material samples, etc. must be submitted to the ARC with a signed, completed Architectural Review Committee Improvement Request Form (ARC Form). Major projects like decks, patios, sheds and landscaping need plans. Plans or drawings with measurements of proposed improvements must be submitted. **All items submitted for review become the property of the Association and are not returned.**
5. **Only one (1) improvement project may be submitted per ARC Form.**
6. ARC approval is required for all exterior painting, **including existing colors**. To avoid delay, the ARC requires **two (2) different body, trim and accent colors** which should be clearly identified on the form. If an accent color is proposed, identify the areas of the house where the accent color is to be painted.
7. The ARC shall have up to **32 days after receipt of all materials required** by the Committee from the date of receipt to approve or disapprove any application. The ARC may require submission of additional information and may postpone final action until such additional information is provided.
8. The ARC is made of up homeowner volunteers; please respect their time and efforts.
9. **Improvements not completed within three (3) months of approval must be resubmitted to the ARC for approval.** Submittals in response to a violation notice must be completed by the deadline established in the violation notice or at a Hearing. Once the project is completed you must notify the office and provide photos of the completed project. If notification is not received a violations notice will be sent, please refer to 2.5, 2.6 and 2.7 in the Rules and Regulations (Green Book).
10. Approval by the ARC does not constitute approval by the City and County of Denver. Applicant is responsible for acquiring all permits required prior to implementing the improvement.
11. When making improvements, homeowners are responsible for locating all water, sewer, gas, electrical, cable television and/or other utility lines or easements. Call 311 for more information.
12. Green Valley Ranch is a **Covenant Protected Community**. Homeowners are expected to be familiar with all provisions of the **Master Declaration** and **Residential Improvement Guidelines and Site Restrictions for Green Valley Ranch**.
13. Mail or drop off completed forms to: Master HOA for GVR; Architectural Review Committee (ARC); 18650 E. 45<sup>th</sup> Ave.; Denver, CO 80249 or call 303-307-3240 with any questions.