THE VILLAS AT SUNRISE CREEK HOMEOWNERS ASSOCIATION, INC.
c/o **Design HOA** | info@DesignHOA.com | 970-650-8044 | www.DesignHOA.com

Architectural Review Application

Exterior changes and improvements

Complete and sign this application before making changes to the exterior of your property or the Common Elements. Submit the plans and supporting materials needed for ARC review and Executive Board action.

1 Owner and property

Owner name(s) _____

Property address _____ **Lot or unit** _____

Mailing address _____

Email _____ **Mobile phone** _____

Home or alternate phone _____

2 Project details

Project type ☐ Windows or doors ☐ Paint or finishes ☐ Landscaping ☐ Other _____

Project summary and exact location _____

_____

Dimensions and materials _____

Exterior colors and finishes _____

Work to be performed by _____ **Phone** _____

Proposed start date _____ **Proposed completion date** _____

3 Owner supplied account status

Master and sub-association assessments ☐ Current ☐ Balance due ☐ Please verify

Outstanding unpaid fines or lien balances ☐ None known ☐ Yes ☐ Please verify

4 Owner acknowledgment and signature

I certify that the information submitted is accurate. I understand that written Executive Board approval is required after ARC review before work begins, subject to Declaration §7.02(e). Under that section, a request is deemed approved if the Board does not respond within 30 days after all information requested by the ARC and the Board has been submitted. I will follow approved plans and conditions, comply with applicable laws, obtain required permits, and maintain improvements for which I am responsible under the governing documents.

Owner signature _____ **Date** _____

Submit the signed application and supporting materials to info@DesignHOA.com. Keep a copy for your records. Submitted materials will be retained in the Association's architectural review records.

THE VILLAS AT SUNRISE CREEK

Supporting Plans and Review

5 Required supporting materials

Provide enough detail to evaluate the proposed work. Attach the following items as they apply to the project. Include a legend and scale on drawings and identify affected Common Elements.

☐ Site plan and exterior elevations showing the location and dimensions.

☐ Material specifications, color samples, product brochures, and current photos.

☐ Landscaping, grading, drainage, erosion control, easements, and utilities.

☐ Copy of plans submitted to Sunrise Creek HOA and any review comments.

Submit plans and specifications for Lot improvements to Sunrise Creek Homeowners Association, Inc. for review and comment, and forward any comments to the ARC, as required by Declaration §7.02.

6 Project sketch

Show the proposal below or attach a separate drawing. Label dimensions, materials, colors, and the exact location.

7 Association use only

Date received _____ **Date all requested information received** _____

Application complete ☐ Yes ☐ No

Date sent to ARC _____ **Additional information requested** _____

ARC recommendation ☐ Approve ☐ Approve with conditions ☐ Deny

ARC comments _____

ARC representative signature _____ **Date** _____

Executive Board decision ☐ Approved ☐ Approved with conditions ☐ Denied

Conditions or reasons _____

_____

Board authorized signature _____ **Decision date** _____

Date written decision sent to owner _____

The ARC recommends; the Executive Board takes final action. Track the 30-day response period from submission of all requested information under Declaration §7.02(e).