

**Architectural Modification Request Form
San Ignacio Villas, Inc. HOA**

COMPLETE THIS FORM AND SUBMIT TO:

e-Mail: HOASanIgnacioVillas@gmail.com

Homeowner: _____ Email address: _____

Address: _____ Lot #: _____ Phone #: _____

Licensed contractor's name: _____

Licensed contractor's address: _____

ROC #: _____ **Phone #:** _____

Description of Modification: (Attach additional sheets as needed for blueprints, sketches, specifications, illustrations, photographs, colors and type of material.)

Materials/Colors: _____

Physical Dimensions (width, height, length, etc.): _____

Estimated Start Date: _____ **Estimated Completion Date:** _____

I have reviewed the Association's governing documents (CC&R's, Rules and Regulations and Architectural Guidelines).

Date: _____ **Homeowner Signature:** _____

Association Use Only

Date: _____ **Approved:** _____ **OR** **Approved With Contingencies:** _____

OR Denied: _____

By: _____ **and** _____

And: _____, **Director**

Contingencies that apply for approval: _____

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Reason for denial:

Provide complete details of the intended modification and any other information requested. An accurate drawing of the intended modification, depicting both the modification itself and its location on the lot, must be attached and submitted as part of your request. Prior to review by the Architectural Review Committee, sign page 1 verifying the following:

1. Assessments for this lot are current.
2. There are no liens, fees, or fines owed to the Association.
3. It is understood and agreed:
 - a. The original application and attachments shall be retained by the Association.
 - b. The submission shall be in sufficient detail to allow the Architectural Committee to make their determination. Submissions may be rejected if this criterion is not met.
 - c. The Architectural Review Committee has 30 days in which to respond to this request.
 - d. No work on this request shall commence until the owner has received written approval by the Architectural Review Committee.
 - e. The owner is to comply with all applicable city, county and state codes and will obtain all necessary permits.
 - f. Homeowner is responsible for correcting any damage caused to common areas, streets or sidewalks. Material must be stored on homeowner's property, and access over common areas is not permitted.
 - g. It is highly recommended that the homeowner obtains written approval of neighbors if the improvement will visually impact the neighbors (i.e., patio walls, additions, patio enclosures, structures extending above patio walls). However, the neighbor's approval or disapproval need not be considered by the Committee.
 - h. If approval for landscaping within the owner/s lot dimensions and/or within HOA property has been given, the owner/s understand that they are responsible for the care, irrigation and maintenance of the approved landscape AND the care, irrigation and maintenance responsibilities run in perpetuity with the property.
4. By signing page 1 of this document, the owner/s acknowledge and agree to 1,2 and 3, a,b,c,d,e,f,g, and h above.

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Architectural Review Process

Introduction

Article XII, Section 12.3 of the Covenants, Conditions and Restrictions for San Ignacio Villas HOA (herein CC&Rs) provides that "Prior to the construction of any improvement upon a Lot, whether such improvement be initial improvements or later alterations, modifications or other changes, all Owners shall be required to obtain the written approval of the Architectural Committee which approval may be given in the sole discretion of the Architectural Committee."

Architectural Review Committee

The Board of Directors can appointed a three (3) person Architectural Review Committee (ARC). This Committee shall be made of the same persons that serve as the Board of Directors. Any change that a homeowner intends to make that is visible from any common area, neighboring property or streets must have written permission from the ARC.

Architectural Review Process

The following is provided for submission, review, approval/denial and communications during the architectural review process.

1.0 Submission

1.1 Submission shall be made using the Architectural/Review Change Application (ACR) form. The form is available on the Association's web site <http://www.sanignaciovillas.org>.

1.2 Submissions by tenants will not be accepted without the signature of the homeowner.

1.3 All submissions must contain a complete description of the change requested or a drawing or Set of plans illustrating the change

1.4 If the submission does not provide adequate information for the ARC to render an approval, It will be denied without prejudice and may be resubmitted including additional information.

1.5 All requests are to be submitted to the Association:

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1.6 Submissions for exterior painting must be submitted by both owners in a building.

Note: The Board has approved the below colors for painting of units. These colors are from the Dunn-Edwards color palette; however, other brands may be used so long as the color scheme matches the colors below:

1.6.1 Trim & Pop Outs – Dunn-Edwards – DEC 718, Mesa Tan, LRV 27, Satin finish

1.6.2 Walls – Dunn-Edwards – DEC 716, Stonish Beige, LRV 44, Satin finish

1.6.3 Door Colors – Thicket, Benjamin Moore, Moroccan, Benjamin Moore, Tandoori, Benjamin Moore, Meek Moss Green, Dunn-Edwards, Mesa Tan, Dunn-Edwards, Mosaic, True Value. All door colors need to be semi-gloss finish.

2.0 Processing

2.1 Upon receipt of an ACR, the Architectural Review Committee will review the submission to insure the form is complete and assign a submission number for internal tracking.

2.2 If the submission received is in hard copy form it will be converted to electronic form.

2.3 The Architectural Review Committee will prepare the appropriate communications to the Submitting Homeowner. Approval or denial with comments.

2.4 The final communications to the homeowner may be provided by email, US Postal Service as appropriate and shall include a copy of the approved ACR.

2.5 Any submissions, drawings, plans or documentation referenced above becomes records of the Association and is subject to the provisions of ARS §33-1805