



ARCHITECTURAL SUBMITTAL FORM

Complete this application and send it to:

c/o Tru-Star Management Solutions, LLC
3100 W. Ray Road, Suite 201
Chandler, AZ 85226
(602) 358-0220 / customerservice@trustarmgmt.com

Association Name: _____

SECTION I: General Information

Date: _____

Name of Property Owner: _____

Property Address: _____ Tract/Lot # _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Daytime Phone: _____ Evening: _____

Architect/Owner's Representative (if applicable): _____

Address: _____ City/State/Zip: _____

Contact Person: _____ Daytime Phone: _____

Please provide a brief description of proposed improvement(s) on this request with detailed plans and specifications showing all of the following, and in accordance with the Architectural Guidelines:

IS THIS APPLICATION DUE TO A VIOLATION NOTICE? [] YES [] NO

SECTION 2: Scope of Work (Indicate and give a brief description)

- Landscape: _____
- Hardscape: _____
- Patio Cover: _____
- Walls and/or Fences: _____
- Pool/Spa: _____
- Room Addition: _____
- Painting: _____
- Body Color: _____ Trim Color: _____
- Other: _____

SECTION 3: Submittal Materials

- Site Plan (including location of residence on lot, dimensions from lot lines, and dimensions of proposed improvement)
- Construction Drawings/Plans and Specifications (including elevations)



- [] List of Construction Materials
- [] Colors and Finishes
- [] List of Plants and Height of Trees at Maturity
- [] Grading and Drainage Plan (if applicable)

In addition to the information requested herein, the Architectural Review Committee may request additional information or plans as it deems necessary to assist it in making its decision. Incomplete submissions will be denied

SECTION 4: Architectural Approval Request Disclaimer

I understand and agree that:

1. No architectural or landscape improvements shall commence until approved in writing by the ARC. Failure to obtain the prior written approval of the ARC may result in removal or modification of the unapproved improvement or change.
2. Architectural approval does not constitute waiver of any requestements of applicable governmental agencies.
3. Homeowner agrees to comply with all applicable city and state laws and to obtain necessary permits and setback requirements.
4. The Homeowners Association and/or the ARC assume no responsibility or acceptance of any technical or engineering specifications. The function of the ARC is to review submittals as to aesthetics only. All other matters are the responsibility of the owner.
5. An oversight of a CC&R or a Committee policy does not constitute a waiver of that rule and therefore must be corrected upon notice.
6. Access for equipment used in construction must be through own property only. Access over common areas will not be permitted.
7. Streets may not be obstructed with objects that are hazardous to pedestrians. Items and building materials being used may not be stored in the streets, on sidewalks or common areas.
8. By approving such plans, neither the Association nor its ARC or Board of Directors assume any responsibility or liability for any defect in construction of approved plans.
9. All improvements approved by the ARC must be completed within *one hundred twenty (120) days* after approval. Failure to complete the work within the prescribed period of time will cause the approval to be rescinded and resubmission will be required. Extenuating circumstances should be brought to the attention of the ARC.
10. Promptly upon completion of improvements (within 30 days), a Notice of Completion to the ARC will be submitted. The ARC will then make its inspection to verify compliance with approved plans and specifications.

I have read the Architectural Application, the Association CC&Rs, and the Architectural Guidelines and I understand and agree to the terms and conditions of the ARC's review of my request, plans and specifications as stated therein, I further understand that my proposed improvement(s) will not encroach on Common Area or any area over which the association or another member holds an interest. My proposed improvement(s) will not result in any cost whatsoever to the HOA and will be solely maintained by myself, my heirs or assigns.

Proposed Starting Date: _____ Proposed Completion Date: _____

Signature: _____