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**APPLICATION FOR APPROVAL OF ARCHITECTURAL IMPROVEMENT**

Pursuant to the Declaration of Covenants, Conditions, and Restrictions and the Board of Directors' Resolution Regarding architectural control, I/we submit the following application to make improvements:

Date: \_\_\_\_\_  
HOA: \_\_\_\_\_  
Address of Property: \_\_\_\_\_  
Name of Owner(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Email) \_\_\_\_\_

Description of Work (including design, nature, type, size, shape height, width, color, materials, and location of proposed improvements): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ONE OF THE FOLLOWING MUST BE SUBMITTED BEFORE YOU REQUEST WILL BE REVIEWED**

- \_\_\_ Plans including location, elevations, and dimensions
- \_\_\_ Specifications (e.g. manufacturer's brochure)
- \_\_\_ Samples of colors
- \_\_\_ Samples or description of materials
- \_\_\_ Photographs
- \_\_\_ Other

I understand that under the Covenants and Rules and Regulations, the Committee will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the Association.
2. All work will be done at my expense, and all future upkeep and maintenance will remain at my expense.

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3. All work will be done expeditiously once commence and will be done in good workmanlike manner by myself.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owner of the Association.
5. No trash or debris from the project will be placed on property belonging to other unit owners or on Association common property.
6. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
7. I will be responsible for the conduct of all persons, agents, contractors and employees who are connected to this work.
8. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws, codes, regulations and requirements in connection with this work, and will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Homeowners Association, its Board of Directors, its agent(s), and, and the Committee have no responsibility with respect to such compliance and that the Board of Director's or its designated Committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications or work comply with any law, code, regulation, or governmental requirement.
9. The contractor name and contact number is: \_\_\_\_\_  
\_\_\_\_\_
10. In the event of approval, I will notify the Architectural Control Committee in writing when the work is completed so that an inspection can be made to ensure that it conforms to what was approved.
11. If approved, work would start on or about \_\_\_\_\_ days after approval and would require approximately \_\_\_\_\_ days to be completed.

***I am aware that if I return this form incomplete, without a sample or plan, it will not be reviewed by the ARC.***

\_\_\_\_\_  
Signature Date Signed

**Mail in Duplicate to:**  
Mountain Vista HOA  
c/o Poudre Property Services  
706 S. College Ste 202  
Fort Collins, CO 80524

**Your Application has been:**  Approved  Denied

ARC Board Recommendations: \_\_\_\_\_

____ Submitted to ARC	<b><i>For Office Use Only</i></b>	____ Returned to Owner
____ Resubmitted	Approved / Denied	Email/ Mail / In Person