

MONTE VISTA HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL REVIEW SUBMITTAL INSTRUCTIONS

1. The Architectural Review Board (ARB) Request Form must be completed and approved before any work commences on the property.
2. The property owner must complete the form in its entirety. Incomplete forms will be returned to the owner.
 - a. Please include:
 - i. description of change
 - ii. dimensions
 - iii. materials to be used
 - iv. color
 - v. any other relevant information
3. When applicable, a copy of the plat map for the property indicating the location of the change is also required.
4. The Submittal Form must be delivered to the ARB by mail or email to:

Monte Vista Homeowners Association
Architectural Review Board
3243 Monte Vista Circle
Montrose, CO 81401
steveraeng@aol.com
5. Questions should be submitted to an ARB member whose contact information is available on the website: <https://www.sjaminc.com/mv-arb-committee.html>. Design Guidelines and the Submittal form may also be downloaded from the website.
6. The ARB will review the request to ensure it was completed properly.
7. Upon receipt of the submittal, the ARB will contact the owner, if necessary, to set up an appointment to review the proposal.
8. The ARB's decision will be based on the HOA Covenants and Restrictions which govern the Association.
9. Once approved or denied, the ARB will notify the owner (through written correspondence) of their decision.
10. The entire approval procedure may take between three to four weeks to complete, therefore, please plan accordingly.

MONTE VISTA HOMEOWNERS ASSOCIATION, INC.

ARB SUBMITTAL FORM

Homeowner is required to complete and submit this form to the Architectural Review Board (ARB) for approval prior to commencement of any work. Please refer to the HOA Declaration of Covenants and Restrictions or contact the ARB with questions to steveraeng@aol.com:

NOTE: All requests must conform to the local zoning and building regulations and owner is required to obtain all necessary permits if your request is approved by the ARB. This request is valid for 90 days from point of acceptance.

TO BE COMPLETED BY OWNER

NAME:	
ADDRESS:	
PHONE:	
Describe the change (i.e. porch, enclosure, garage, additions, outbuilding, fence, roofing, etc.)	
Location: attach copy of plan showing location of change	
Specifications: attach copy of plans and describe the following: Dimensions: _____ Materials: _____ Color/Other: _____	
<i>Liability: I take full responsibility and am personally liable for any damages that may occur to the property and community during the completion of this project.</i>	
_____	_____
Homeowner Signature:	Date:
TO BE COMPLETED BY ARB	
Reviewed by:	Date:
Comments:	
Approved:	Date
Denied:	Date