

THE GREENS AT UTE CREEK HOA

C/O Foster Management
700 Ken Pratt Blvd – Ste #111 Longmont, CO 80501
Ph. (303) 532-4148 ~ Direct (720) 699-9032

Greens at Ute Creek Resident –

Thank you for submitting a Design Review Request Form for your proposed project. Below are guidelines to follow when submitting your request form for committee review.

Construction and Design Concept All proposed improvements shall be architecturally sound, appropriate for the neighborhood and shall not detract from aesthetic or property values at The Greens. Any changes must comply with the City of Longmont building and zoning codes.

Design Compatibility is defined as harmony in architectural style, quality of workmanship, and similarity in use of material, color, and construction detail. The creation of distinctive neighborhood identities is one desirable aspect of design compatibility. Within the sense of distinctive community identity, however, innovation and creativity are encouraged.

Protection of Neighbor Proposed improvements shall contain reasonable provisions for surface water drainage. Aspects of design not adequately covered by the other regulations, which may have substantial effects upon neighboring structures, shall be thoroughly articulated prior to commencement of construction.

As you complete the request form, please note the following:

1. Submit ONE form for EACH element of your project (ie – roofing/fencing/decking...);
2. Review the Design Guidelines for your community to verify any regulations which may be in place specific to your project;
3. **Allow adequate time for the committee to review your project** (*most projects are responded to within 10-14 days, please allow 30 days*);
4. Indicate the property owner name and address;
5. Include an email address for prompt notification of the Association's response regarding your project;
6. Provide details for your project! Give specifics such as color, material, location and/or manufacturer to be used. Brochures or online links are very helpful;
7. Indicate a date the project is expected to begin, this can be approximate as weather is always a factor;
8. Sign the document indicating you agree and understand the terms and conditions set forth by the Association;
9. The OWNER is to submit the completed/signed form to management – email, fax, mail or deliver to the management office directly. *Do not make it the responsibility of a neighbor/contractor to deliver the form on your behalf.*

Should you have questions regarding your project, please contact your Association Manager directly.

Sincerely,
Greens at Ute Creek HOA, Inc. by Foster Management

REQUEST FOR APPROVAL BY DESIGN REVIEW COMMITTEE

of The Greens at Ute Creek Homeowners Association

C/O Foster Management 700 Ken Pratt Blvd – Ste#111, Longmont, CO 80501

Phone: (303) 532-4148 Fax: (888) 697-8805

Name: _____ Day Phone: _____

Address: _____ Evening Phone: _____

City/State/Zip: _____ Email: _____

My request involves the following type of improvement(s):(please mark one)

- | | | | |
|--------------------------------------|--|--|---|
| <input type="checkbox"/> Painting | <input type="checkbox"/> Deck/Patio Slab | <input type="checkbox"/> Roofing | <input type="checkbox"/> Drive/Walk Addition |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Exterior Doors | <input type="checkbox"/> Room Addition | <input type="checkbox"/> Awning / Patio Cover |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Other: _____ | | |

Describe Improvement(s) (Attach additional documentation and/or drawings as needed):

Anticipated Start Date: _____ Completion Date: _____

I understand that I must receive the written approval from the Association in order to proceed. Association approval does not constitute approval of the City or the Local Building Department. All work must meet all applicable building codes and zoning requirements. I agree to obtain all necessary permits and/or licenses and pay any fees as may be required by governing entities and understand that failure to do so will result in a withdrawal of an approval.

I agree to complete the improvement(s) promptly after receiving approval and to notify the DRC Board immediately of completion of work, with permission to enter and inspect at any time during the process. I agree to comply with any request by the DRC Board to enter onto the property or supply any additional information for the purposes of determining if the improvement(s) comply with the approved plan and with the covenants and guidelines. Refusal to abide by any of the above shall result in withdrawal of an approval.

Failure to start or complete the improvement(s) within the time specified on the application shall result in withdrawal of approval unless an extension is requested and approved in writing. Please note that the DRC Committee of your Association has a minimum of 30 days to respond to your request.

I have read and fully understand and agree to the above.

Unit Owner Signature: _____ DATE: _____

DRC COMMITTEE ACTION

- | | |
|---|---|
| <input type="checkbox"/> Approved as submitted | <input type="checkbox"/> Disapproved (See Comments) |
| <input type="checkbox"/> Approved subject to (See Comments) | |

COMMENTS: _____

Committee Member Signatures:

_____	_____	_____	_____
	Date		Date
_____	_____	_____	_____
	Date		Date

PLEASE EMAIL/FAX OR MAIL THIS FORM AND ANY ATTACHMENTS/DETAILS TO YOUR MANAGER –
Marcy@FosterMGMT.net

Rec'd _____ Crucial Date _____ Committee Date _____ Committee Return _____