

**PLEASE SUBMIT A SEPARATE FORM FOR EACH IMPROVEMENT PROJECT**

**MASTER HOMEOWNERS ASSOCIATION FOR GREEN VALLEY RANCH  
Architectural Review Committee (ARC) Improvement Request Form**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Address: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_ Email: \_\_\_\_\_

**Before completing this form, read the back side for instructions.**

*Complete the applicable section below and attach a detailed description of the project, including complete plans/drawings.*

<b>PAINT</b>	<p>If you'll be using a pre-approved paint color, enter #(s) below; <b>otherwise</b>, attach 2 color choices with paint chip sample for each area to be painted (body, trim and accent)</p> <p>Base #/name: _____ Trim #/name: _____</p> <p>Accent #/name: _____ Accent areas: _____</p> <div style="border: 1px solid black; background-color: yellow; padding: 2px; width: fit-content; margin-left: auto;">HOA Office Review: _____</div> <div style="border: 1px solid black; background-color: yellow; padding: 2px; width: fit-content; margin-left: auto;">Pre-Approved #: _____</div>
<b>LANDSCAPE</b>	<p>Select the part(s) of your yard to be landscaped: Front _____ Back _____ Side _____</p> <p>Provide the area size of your project, if applicable: length _____ width _____ height _____</p> <p>Description: _____</p>
<b>OTHER REQUEST</b>	<p>Description: _____</p> <p>_____</p> <p>_____</p>

*The undersigned applicant certifies that he/she has reviewed the Master Declaration and Residential Improvement Guidelines and Site Restrictions for Green Valley Ranch (Green Book) and the proposed improvement project complies with the rules and regulations contained therein. Check the appropriate box to indicate the status of the project.*

**Project has not been started**

**Project has been started/completed**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

<b>ARC USE ONLY</b>	<input type="checkbox"/> APPROVED as submitted <input type="checkbox"/> <b>Subject to \$250 review fee</b> <input type="checkbox"/> PCC	Date: _____
	<input type="checkbox"/> APPROVED subject to:	ARC Member    A    D    I
	<input type="checkbox"/> DISAPPROVED because it does not conform to the aesthetics of the community <input type="checkbox"/> Please see the pre-approved paint book in the GVR office	_____ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> DISAPPROVED because it does not conform to the Green Book guidelines <input type="checkbox"/> Please see section _____ in the Green Book	_____ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> INCOMPLETE – Please submit a new ARC form and include the following information:	_____ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		_____ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## IMPORTANT INFORMATION – PLEASE READ CAREFULLY

1. The Master Declaration for Green Valley Ranch requires homeowners receive **written approval** from the Architectural Review Committee (ARC) **prior** to any improvement project being started.
2. Meetings are held twice monthly April - September and once a month from October - March. Forms must be received one week prior to a regularly scheduled meeting in order to be reviewed at that meeting.
3. A \$250.00 review fee will be assessed if the project is started before approval is granted.
4. Drawings, plans, color chips, material samples, etc. must be submitted to the ARC with a signed, completed Architectural Review Committee Improvement Request Form (ARC Form). Major projects like decks, patios, sheds and landscaping need plans. Plans or drawings with measurements of proposed improvements must be submitted. **All items submitted for review become the property of the Association and are not returned.**
5. **Only one (1) improvement project may be submitted per ARC Form.**
6. ARC approval is required for all exterior painting, **including existing colors**. To avoid delay, the ARC requires two (2) different body, trim and accent colors which should be clearly identified on the form. Body, trim and accent colors should be clearly identified on the ARC form. If an accent color is proposed, identify the areas of the house where the accent color is to be painted.
7. The ARC shall have up to **32 days after receipt of all materials required** by the Committee from the date of receipt to approve or disapprove any application. The ARC may require submission of additional information and may postpone final action until such additional information is provided.
8. The ARC is made of up homeowner volunteers; please respect their time and efforts.
9. Improvements not completed within one (1) year must be resubmitted to the ARC for approval. Submittals in response to a violation notice must be completed by the deadline established in the violation notice or at a Hearing. The ARC reserves the right to inspect the work for compliance with approved plans upon completion.
10. Approval by the ARC does not constitute approval by the City and County of Denver. Applicant is responsible for acquiring all permits required prior to implementing the improvement.
11. When making improvements, homeowners are responsible for locating all water, sewer, gas, electrical, cable television and/or other utility lines or easements. Call 311 for more information.
12. Green Valley Ranch is a **Covenant Protected Community**. Homeowners are expected to be familiar with all provisions of the *Master Declaration* and *Residential Improvement Guidelines and Site Restrictions for Green Valley Ranch*.
13. Mail or drop off completed forms to: Master HOA for GVR; Architectural Review Committee (ARC); 18650 E. 45<sup>th</sup> Ave.; Denver, CO 80249 or call 303-307-3240 with any questions.