

VALLEY SPRINGS HOMEOWNERS ASSOCIATION

ARCHITECTURAL CHANGE REQUEST

INSTRUCTIONS: Consult the Valley Springs Homeowner Association Handbook for detailed information concerning permitted alterations and the architectural review process. Digitally signed copies of this PDF is acceptable. Submit a signed copy of this application, along with a site plan showing the location of the proposed change and sufficiently detailed plans (pictures) to permit the Architectural Review Committee to evaluate the proposed change(s), to the following email address:

valleyspringshoa.secretary@gmail.com

Please include your street address and street name, type of alteration and date of the request (YYMMDD) in the pdf file name for example: *300 Crosman Ct Fence 230612.pdf*

If you have questions please email the Board of Directors on valleyspringshoa.secretary@gmail.com

APPLICATIONS WILL NOT BE REVIEWED WITHOUT COMPLETE INFORMATION AND/OR PLANS PROVIDED. The Architectural Review Committee / Board of Directors have **thirty** (30) days after submission and acceptance of an owner's final set of plans to act on this request.

DATE: _____

PROPERTY ADDRESS:

OWNER'S NAME:

TEL. NO

OWNER'S ADDRESS:

(if different from property address)

contact email:

TYPE OF ALTERATION: DECK PATIO FENCE STORM DOOR
COLOR CHANGE LANDSCAPE OTHER

BRIEF DESCRIPTION OF REQUESTED CHANGE –

ACKNOWLEDGMENT of two (2) Property Owners who are most affected because they are adjacent and/or have a view of the proposed change(s). Please list the email or contact number for the neighbor as proof of acknowledgment. If none provided please ask property owner to send an email to valleyspringshoa.secretary@gmail.com. Acknowledgment does not constitute nor indicate approval or disapproval but merely indicates an awareness of the applicant's intent. If there are any OBJECTION'S to this application, please contact the Board of Directors immediately. *(Changed in July 2023)*

Name: _____ Date: _____ Name: _____ Date: _____

Address: _____ Address: _____

Contact: _____ Contact: _____

ACKNOWLEDGMENT: This will confirm that I/we have read the **Valley Springs** Covenants & Architectural Guidelines as they relate to this application, including those Guidelines concerning the compatibility of materials and design. and hereby agree to comply with said Covenants and Guidelines in the construction of this proposed architectural change/addition/improvement. I/we further confirm that I/we have read and will comply with all applicable rules and regulations established by the Association concerning the procedures to be followed in undertaking any change/addition/improvement. I/we further agree that I/we will be solely liable for any claims, including without limitation. claims for property damage or personal injury, which result from this requested change/addition/improvement. I/we acknowledge the responsibility for complying with all applicable governmental regulations, codes and ordinances; obtaining all necessary permits and inspections; and contacting Ms. Utility if digging; and indemnify the **Valley Springs** Association from and against any claim for failure to do so. I/we further acknowledge that I/we are responsible for all maintenance, repair and upkeep of any approved change/addition/ improvement.

OWNER SIGNATURE: _____ **DATE:** _____

ARCHITECTURAL REVIEW ACTION

DATE RECEIVED: _____

ARCHITECTURAL REVIEW COMMITTEE or BOARD OF DIRECTORS ACTION PROVIDED IN SEPARATE FORM (Changed in July 2023)

A copy of the application and the review action will be appended to the Owner's ARC file upon action date.

ATTACHMENTS

Site Plan

Contract or other design detail

Supporting pictures