

ARCHITECTURAL GUIDELINES

One of the primary responsibilities of the Association is to protect the common area and your property values by maintaining architectural control of the Association. Your Association has an Architectural Review Committee (ARC) as provided in the Association's governing documents.

Please remember that prior ARC approval is required before making any modifications to your property, including installation of screen doors. In the event that you make a modification to your property without proper ARC approval, you may be required to remove the improvement or return the property to its original state.

Additionally, any homeowner who has already made unauthorized improvements please submit an ARC application for the improvement. A blank ARC application follows this notice for your convenience.

HARTFORD PARK MAINTENANCE ASSOCIATION APPLICATION FOR ARCHITECTURAL APPROVAL

GENERAL INFORMATION:

Homeowner(s) Name: _____

Property Address: _____

Mailing Address (if different): _____

Daytime Phone: _____ Evening Phone: _____

Work Start Date: _____ Estimated Completion Date: _____

BRIEF DESCRIPTION OF IMPROVEMENT:

To avoid delays, please attach as many additional pages as needed to properly describe the improvement to the Architectural Committee (ARC), including plans, sketches and/or diagrams showing all colors, dimensions, materials, location on the lot, etc.

Important: ARC approval in no way relieves the homeowner of the responsibility for proper drainage. Additionally, obtaining approval from the ARC Committee does not remove the obligation of the applicant to obtain the necessary approvals from the applicable municipal or governmental agency, nor does approval from the ARC Committee guarantee approval from any other agencies.

Disclaimer: By granting approval of an ARC application, the ARC Committee makes no warranties or claims regarding the structural integrity of the plans, drawings and specifications or that the improvement if completed consistent with the plans, drawings and specifications is free from defects.

Signatures of Applicant(s):

_____ Date: _____

_____ Date: _____

THIS SPACE FOR ARCHITECTURAL COMMITTEE USE ONLY

Homeowner's Account Number is _____.

This application has been assigned ARC File Number _____.

The Architectural Committee has determined that this application is:

_____ **APPROVED** (Subject to compliance with Association's CC&R's and By-Laws and approval by all applicable local, state, and federal agencies.)

_____ **DISAPPROVED** AS SUBMITTED FOR THE FOLLOWING REASONS:

(A) Improvements detrimental to the surrounding properties as a whole

(B) Improvements not in harmony with the surrounding structures

(C) Improvements unreasonably interfere with other existing lots

(D) Improvements will be a burden on the Association

(E) Application incomplete; specifically: _____

Signature of ARC Member:

_____ Date: _____

HARTFORD PARK MAINTENANCE ASSOCIATION NEIGHBOR AWARENESS STATEMENT

Note: To avoid delays, please include a Neighbor Comment Statement for every neighbor that is affected by your planned improvement. Your neighbor's response is for information purposes only. You may be approved or denied regardless of your neighbor's input.

NEIGHBOR INFORMATION:

Neighbor Name(s): _____

Neighbor Address: _____

Daytime Phone: _____ Evening Phone: _____

APPLICANT INFORMATION:

Applicants Name(s): _____

Property Address: _____

In relation to our residence, the neighbor's residence is (please circle one):

North South East West Above Below Other: _____

BRIEF DESCRIPTION OF IMPROVEMENT:

NEIGHBOR COMMENT:

We have reviewed the plans being submitted for architectural approval by our neighbor. Our evaluation of the proposed improvements shown on the plans is as follows:

_____ **WE DO NOT** find the proposed improvements objectionable

_____ **WE DO** find something objectionable about the proposed improvement, specifically:

Signatures of Neighbor(s):

_____ Date: _____

_____ Date: _____

HARTFORD PARK MAINTENANCE ASSOCIATION NOTICE OF COMPLETION FORM

GENERAL INFORMATION:

Homeowner(s) Name: _____

Property Address: _____

BRIEF DESCRIPTION OF IMPROVEMENT:

NOTE: Please use this form to let the Architectural Committee know when approved improvements are completed so that the committee may make a final inspection of the improvements and confirm conformity with the approved plans.

NOTICE OF COMPLETION AND PERMISSION TO INSPECT:

On _____ (completion date), I completed the improvements to my property as described in my approved plans. The Architectural Committee has my permission to make a final inspection of the improvements.

Signatures of Applicant(s):

_____ Date: _____

_____ Date: _____

THIS SPACE FOR ARCHITECTURAL COMMITTEE USE ONLY

Homeowner's Account Number is _____.
This application has been assigned ARC File Number _____.

The Architectural Committee has made a final inspection of the improvements and find that the improvements:

_____ **ARE** in conformity with the approved plans.

_____ **ARE NOT** in conformity with the approved plans; specifically: _____

Signature of ARC Member:

_____ Date: _____