

Champion Forest Section 12 ARCHITECTURAL REVIEW COMMITTEE APPROVAL REQUEST FORM

To maintain the general appearance and to protect each Homeowner Association (HOA) Member's rights and values, ALL alteration/improvements to the exterior of a residence or Lot, including the Common Area, require HOA Board approval before initiating work on the project.

Per Article VI, Section 2, and Article IX, Section 5, of the *Declaration of Covenants, Conditions and Restrictions*, as amended, all modifications or additions to the exterior of a residence or Lot must be pre-approved, in writing, by the HOA Board through its designated Architectural Review Committee (ARC).

Member Name:	Address:
Telephone No.:	Email address:
Describe all alteration(s)/improvement(s) and the specific location(s) which you propose (NOTE: attaching the contractor's proposal may be sufficient):	
Estimated Start Date:	Estimated Completion Date:

Contractor List		
<small>(who will be doing the actual work)</small>		
Company Name	Company Contact Name	Phone No.

- Considerations:**
- If you are painting or staining, specify the paint or stain by manufacturer's color designation and the paint indicator number. Please consider the color of the stucco/brick when making the paint selection.
 - A BOUNDARY SURVEY OF YOUR LOT MUST BE SUBMITTED** if the proposed alteration(s)/improvement(s) may encroach into any Common Area(s). Any approved encroachments will require an ARC Variance Agreement with the HOA.
 - NO CONTRACTOR SIGNS ARE PERMITTED.**

I understand any ARC approval of the proposed improvement(s) is based upon aesthetics only to ensure architectural harmony within our community. Such approval does not constitute governmental approvals where required by law. Compliance with any federal, state, and local regulations and completion of the improvement(s) shall be the sole responsibility of the Member. The ARC and Champion Forest 12 HOA make no representations, certifications, or warranties as to design dimensions, properties, and/or the fitness of the improvement(s) for any particular purpose. I understand the ARC has up to 30 calendar days to review this request but will act on this request as quickly as possible and contact me in writing with their decision. I agree not to begin any improvement(s) until the ARC notifies me of their decision. I acknowledge it is my responsibility for cleanup and restoration of work area(s) upon completion of the project.

Member Signature _____
Date

ARC USE ONLY		
Variance required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Variance Description	
Survey required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Survey received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received
ARC Approval		Date
Work Completed		Date

This Approval Request form may be obtained from the Champion Forest Villas website www.championforestvillas.com. Completed forms may be submitted to any HOA Board Member.