

APPENDIX A - Design Approval Request Form

<p>VINTAGE RESERVE HOMEOWNERS ASSOCIATION Design Approval Request Form Please email submittal to designreview@pcms.net or mail to: 7208 S. Tucson Way, Suite 125 Centennial, CO 80112</p>	<p>For Official Use Only _____ Date Checked in PCMS _____ Emailed _____ (Revised June 2023)</p>
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Homeowner Name: _____ **Address** _____
Email: _____ **Home Phone:** _____
Cell Phone: _____ **Work Phone:** _____

My Request Involves the Following Type of Improvement: *(Include description, details, paint colors, dimensions, etc. in the space provided on this form, or in attached documents, or in the transmittal e-mail).*

____ Painting – **Form must be initialed here** [_____] **to verify paint samples have been applied to home.**
 ____ Landscaping ____ Deck or Patio ____ Driveway ____ Fencing ____ Play Structure ____ Roofing
 ____ Hot Tub ____ Awnings ____ Trash/Recycle Enclosure ____ Pergola or Gazebo ____ Solar ____ Other

Planned Completion Date: _____

I understand that I must receive approval of the DRC in order to proceed. I understand that DRC approval does not constitute approval of the local building department and that I may be required to obtain a building permit. I agree to complete improvements **within one year** of receiving approval. I also acknowledge the Association’s approval of the request cited above is contingent on my strict compliance of all applicable government permits, codes, requirements, and regulations; failure to adhere to this contingency will invalidate the Association’s approval for the improvements or modifications cited above. I hereby authorize the DRC and the management company to enter onto my property for exterior inspection at a mutually agreed upon time.

Date: _____ **Homeowner Signature:** _____

Neighboring Adjacent Property - Owner Acknowledgment

My signature on this form indicates that I have seen the plans for my neighbors proposed improvement. Adjacent property owner’s initials or refusal to initial the plans, does not and will not indicate approval or disapproval of a project, but only that neighbors are aware of the scope and concept of the project.

Name (printed)	Signature/Date	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____