

COLONY BILTMORE GREENS HOMEOWNERS' ASSOCIATION

PROCEDURE FOR PROCESSING ARCHITECTURAL REQUEST FORM

- 1) Architectural Request Forms are available at the guardhouse or on the website at www.cbghoa.org.
- 2) Submit request (a) directly to Vision Community Management via email at colonybiltmoregreens@WeAreVision.com or USPS at Colony Biltmore Greens, c/o Vision Community Management, 16625 S Desert Foothills Pkwy, Phoenix, AZ 85048; (b) by dropping the request off at the guardhouse where it will be faxed by the designated guard to Vision Community Management; (c) by hand delivering the request to a member of the Architectural Committee who will immediately drop it off at the guardhouse where it will be faxed as noted in (b).
- 3) Vision is the control point for timely responding to the requests. Upon receipt, Vision, at its earliest opportunity, will scan the request and e-mail it to all members of the Architectural Committee including the CBG manager. Vision will also enter the request into a log to ensure all requests are considered in a timely manner.
- 4) Architectural Committee members will review each request and will make a determination to “approve,” “disapprove,” or “approve with conditions including an explanation.” All response to requests, except those for exterior painting, must have signatures from two members of the Architectural Committee. A request for painting the exterior one of the pre-approved colors (Ball of String, Sahara, Stonish Beige, Whole Wheat) will be put on a “fast-track” approval requiring only one signature by a member of the Architectural Committee.
- 5) After signature(s) are secured, the form will be sent to Vision via fax, e-mail, hand-delivery, or USPS. Vision will scan the completed document and send it to the homeowner via e-mail or, if there is no email address, via USPS. A copy will also be sent to all members of the Architectural Committee including the CBG manager.
- 6) Vision will enter the date and resolution into the log. A copy of the log, including current and prior month history, will be included in the Architectural Committee monthly meeting packet for ratification of action taken between meetings.
- 7) A member of the Architectural Committee will contact the homeowner to make sure the homeowner has received, or will soon receive, the disposition of his/her request and discuss any homeowner concerns.

PLEASE NOTE: BEFORE ANY DIGGING OR EXCAVATION CAN TAKE PLACE, YOU MUST CALL ARIZONA BLUE STAKE [602-659-7500] TWO WORK DAYS IN ADVANCE OF ANY EXCAVATION.

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ARCHITECTURAL REQUEST FORM

ARCHITECTURAL REQUEST FORM (Please print clearly):

Name: _____ Lot #: _____ Phone: _____

Address: _____

E-mail Address: _____

Description of request in detail (even if attachments are used). Use additional sheets and drawings as needed. (Please indicate if there are attachments, what they are, and number of copies.)

Work to be performed by:

(GIVE CONTRACTOR NAME & PHONE NUMBER) NOTE: CONTRACTORS MUST BE REGISTERED, LICENSED, AND INSURED.

Type of materials to be used:

Colors: _____

The Homeowner agrees to comply with all City, County and State laws and must obtain all necessary permits. Approval shall not be deemed to constitute a waiver of any requirement or restriction imposed by the City, nor shall it be deemed an approval of the workmanship or quality of the work or of the integrity or sufficiency of the plans, drawings, or specifications.

Signature of Lot Owner _____ Date Signed _____

____ APPROVED ____ DISAPPROVED ____ APPROVED WITH THE FOLLOWING CONTINGENCIES:

Signature of Committee Member _____ Title _____ Date _____

Signature of Committee Member _____ Title _____ Date _____