

THE ENCLAVE ON HORSESHOE LAKE HOMEOWNERS ASSOCIATION

E-Mail: joel@faithproperty.com

TO BE USED FOR DECK EXPANSION, DECK STAIRS, GROUND-LEVEL PATIO, WATER FEATURES, HARDSCAPING ETC. IN TRACT COMMON AREA

General Information:

Pursuant to the Declaration of Covenants, Conditions, and Restrictions, The Planned Unit Development (PUD) Amendment, and the Board of Directors' Resolution regarding architectural control, I/we submit the following application to make improvements:

Date of Submittal:

Property Address:

Name(s) of Owners:

Mailing Address:

Phone Number:

Email:

SECTION 1

General description of requested improvements (i.e. deck expansion, deck stairs, ground-level patio, water features, hardscaping, etc.)

DECK, PATIO EXPANSION

Contractor information (indicate "self" as appropriate)

Name

Contact Information

Estimated Start Date Estimated Completion Date

SECTION 2 Required ALRC Packet Information

The following must be submitted as a complete packet before your request will be reviewed. Refer to SECTION 3 - Submission and Approval Process for the PRELIMINARY steps and the FINAL steps in the approval process.

- Design Plans, inc. location, setbacks, elevations, dimensions, colors, materials etc
- Survey, if required
- Site plan
- Photographs, as appropriate
- Building permit (or written declination of permit) from City of Loveland

SECTION 3 Submission and Approval Process

These approval procedures apply to any and all external structural additions and/or modifications homeowners wish to make to their home, as well as any additions/expansions of hardscape features. Examples include (but are not limited to) deck expansions, deck stairs, deck roofs, patios (new/expanded), and water features. This process must be followed if any part of the project encroaches into the common area of the tract (outside of the building envelope).

Note: If your project includes building a deck which extends over the conservancy fence, approval from Legacy Land Trust must be obtained.

DECK, PATIO EXPANSION

These procedures are included as part of the Planned Unit Development (PUD) Amendment approved by the City of Loveland on May 28, 2012. This same PUD Amendment with these procedures was previously approved by a majority vote of the Enclave membership at a special meeting on March 12, 2012.

Please consider this approval process as a process which will be modified and refined as we gain real practical experience.

These new procedures are effective July 8, 2015. They will apply for all projects already submitted, but not yet approved, and for all projects submitted on or after that date. All or some of these steps will apply depending on the request. At a minimum ALRC (Architectural and Landscaping Review Committee) approval is required for all projects.

1. Homeowner reviews the PUD Amendment for limitations on setbacks and maximum allowed extension. If after reviewing the PUD and reading the instructions stated herein, the homeowner has questions about the process, they may be submitted by email to Joel / the ALRC.
2. Homeowner develops a sketch of their project/proposal to submit with their application packet to the ALRC. If there are preliminary questions concerning style/color approval, they may be they may be submitted by email to Joel / the ALRC.
3. Homeowner forwards the design packet to the applicant's tract co-owners and line-of-sight neighbors and obtains approval from neighbors. Disapprovals will not be unreasonably withheld if the design is within the requirements set forth in the PUD and is acceptable to the ALRC.
4. Homeowner engages a contractor/engineer to develop a design for the project. Optionally, the homeowner may submit their own design if they are doing the work themselves. Regardless, design needs to be "detailed enough" as to be credible for ALRC approval and City approval and permit.
5. ALRC verifies completeness and thoroughness of the packet, reviews with the homeowner any questions or concerns, and preliminarily approves the request if the packet is complete and if the design fits the aesthetics of the Enclave neighborhood. If the proposal was not approved, ALRC will document why designs weren't approved, and if possible will work with the homeowner to remedy so that preliminarily approval is granted.
6. Homeowner (or contractor) takes the design, site plan, and survey (if required) to The City of Loveland for a building permit application check. Homeowner acquires either a

DECK, PATIO EXPANSION

building permit from the City or a written declination from the City that a building permit is not required (not common). Either must be included in the packet.

7. The complete FINAL Approval Request Packet is sent to ALRC for final approval; project design, survey (if required), site plan, and City of Loveland building permit or declination.
8. ALRC or the HOA management company will respond to the homeowner with approval or denial as soon as possible but no longer than thirty (30) business days.
9. During construction and upon completion, ARLC members will be available to assist the homeowner to insure completion according to the approved plans. If a survey was required, permanent surveyor pins should be evident.

SECTION 4 Homeowners Agreement

I/We understand that under the Covenants, Rules and Regulations, the ALRC Committee will act on this request and provide me with a written response of their decision within 30 business days of a submitted complete packet. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the Association.
2. All work will follow the approved plan. Any deviations will be approved by the ALRC beforehand.
3. All work will be done at my expense, and all future upkeep and maintenance will remain at my expense.
4. All work will be done expeditiously once commenced and will be done in good workmanlike manner by myself or a contractor.
5. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners of the Association.
6. No trash or debris from the project will be left on property belonging to other unit owners or the common area in the tract or in the Conservancy Area.
7. I will not enter nor allow my contractor to enter the Conservancy Area without prior written approval.
8. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.

DECK, PATIO EXPANSION

9. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected to this work.
10. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws, codes, regulations, and requirements in connection with this work, and will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Homeowners Association, its Board of Directors, its agent(s), and the Committee have no responsibility with respect to such compliance and that the Board of Directors or its designated Committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.
11. I/we will notify the ALRC in writing when the work is completed and the city has completed their final inspection so that an ALRC inspection can be made to ensure that it conforms to what was approved.
12. I understand that approval, if granted, expires twelve months after issuance.

Signed (Property Owner)

Date

Signed (Property Owner)

Date

Your Application has been

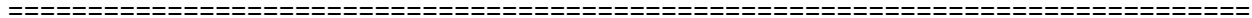
Approved

Denied

DECK, PATIO EXPANSION

ARC Board Recommendations:

Date



For Office Use Only

Submitted to ALRC

Returned to owner

Resubmitted

Date

Approved

Denied

Contacted by:

Email

Mail

In-Person