

ARCHITECTURAL CHANGE REQUEST FORM • GENERAL INFORMATION

SUNRISE RIDGE MASTER ASSOCIATION

The Governing Documents of the Sunrise Ridge Master Association (The Association) require all homeowners obtain written approval of the Architectural Review Committee (ARC) prior to beginning any improvement or alteration to the exterior of the home or property. See the Association's Design Guidelines for detailed information on submission requirements for various types of improvements and their submission requirements. Home and property maintenance does not require ARC approval, reference the Design Guidelines for additional information. Any item labeled or called out with an **asterisk symbol * on any page** in this application is **required** information.

ACKNOWLEDGMENT OF THE ARCHITECTURAL CHANGE REQUEST PROCESS

- A. **Review** the Design Guidelines for details of typical Improvements
 - 1. **Improvements not listed in the Design Guidelines require ARC approval.**
- B. **Complete** all items in this submission form.
- C. **Sign and submit** your completed form by **email, surface mail, or fax**, to the Associations Property Management Company:
 - Sunrise Ridge Master Association
 - c/o Homestead Management Corporation
 - 1499 W 121st Ave, #100
 - Westminster, CO, 80234
 - office ph. 303-457-1444 fax 303-457-0670
 - Email to: **Cmorgan@Homesteadmgmt.com**
 - 1. Confirmation of receipt (by email) will be sent within ten (10) working days.
- D. **Time:** The ARC has forty-five (45) calendar days to approve or deny a submission
 - 1. Clarifications may be requested by the ARC.
 - 2. If no formal approval or denial is provided within forty-five (45) days, the request shall be deemed to have been denied and work shall not proceed. The ARC shall make good faith efforts to keep applicants apprised as to the status of their application.
 - 3. Denied submissions may be appealed to the Association Board.
- E. **Approval** will be provided in writing.
 - 1. **Work shall not begin** (including demolition or clearing) without written ARC approval.
 - 2. **Work may commence** upon receipt of approval.
- F. **Complete** the work within twelve (12) months of the **date of ARC approval**.
- G. **Advise** the Association's Property Management Company of any material revisions or deviations to the approved submission during construction.
- H. **Maintain** the improvement in good order.
 - 1. If, in the view of the Association, the improvement is not being maintain the Association reserves the right to remove, replace, or maintain the improvement with the homeowner bearing all costs.

I have read and acknowledge the above: (* homeowner initials)

HOMEOWNER INFORMATION

Date of This Application: *

(Starts the 45 day approval process window)

First & Last Name: *

Address: *

Email: *

Home Phone:

Cell Phone:

Work Phone:

(Please check your preferred method of contact (email and phone number(s)). At least **one phone number is required**)

Description of the Project (e.g., specify any requested variances or exceptions (attach additional content if necessary):

EXTERIOR HOUSE PAINTING

ARC SUBMISSION FORM CHECK LIST

The homeowner making application hereby acknowledges they have read, understand, and will comply with **Section 2.44** and related sections of the Design Guidelines. (* Owner Initials)

Q1. Is your home painted colors from original construction (pre Aug 2018)? * **Yes** **No** **Not Sure**

If Yes: Any paint color scheme not listed in the Associations approved color book shall not be used for repainting. A new color scheme shall be selected from the approved color book. Go to **Q3** and proceed with this formal color scheme approval process. **Not sure?** Go to **Q3** and proceed with this color scheme approval process.

If No: Go to **Q2**.

Q2. Are you repainting your home the same color scheme you used previously (post Aug 2018)? * **Yes** **No**

If Yes: If you painted your home after August 2018 with a color scheme from the Associations approved color book and want to repaint using the same color scheme, stop here. Confirm your color scheme selection below then sign & submit your form. **Confirmation of my previous color scheme: ***

If No: Go to **Q3** and proceed with the formal color scheme approval process if you are changing any color(s).

Q3. What new color scheme would you like to paint your house? *

Neighboring Colors: Your requested color scheme shall be different from the color scheme of neighboring homes.

Pick a Color Scheme: A full list of colors is available on the [Sherwin-Williams website](#) or visit the store at 15220 W. 64th Avenue.

Each component of a color scheme has specific numbers and locations where it may be used. Please list them below. You'll need those numbers later in **Q5**. Some Color Schemes have two (2) **Accent** colors. If you're presented with 2 **Accent** color options, select **only 1 Accent color**. To speed up completing your application the values you enter below can be copied and pasted into the appropriate fields in "**Figure 1**" and "**Figure 2**" noted in **Q5**.

* Body A (Horizontal Siding)	* Body B (Vertical & Shake Siding)	* Trim	* Accent
Color SW	Color SW	Color SW	Color SW

Q4. What color will you paint your front door? *

Example: See **Special Items, Item 2.22-G** in the Design Guidelines for conditions where storm doors or solid wood doors may not require painting. Specify the details of any exception to front door painting on page one of this application. Colors for painted front doors shall be from the Associations approved color book at the bottom of the page on the [Sherwin-Williams website](#).

Exception Requested: Any front door paint exceptions need to be specified at the bottom of the first page of this form **and** in some cases on the appropriate item(s) noted in "**Figure 1**" and "**Figure 2**".

Q5. Where will each specific paint scheme color be applied on your home? *

Paint Scheme colors need to be applied to specific areas of your home. Complete the forms in "**Figure 1**" and "**Figure 2**" illustrating each part of a typical home and where each color will be applied. Fill in the blanks on those two pages with the color numbers associated with the color palette you specified in **Q3 & Q4** above, or check the appropriate Not Applicable box. Initial the bottom of each page in the required field.

Q6. Do you have a shed? * **Yes** **No**

If Yes: Paint the shed at the same time, with the same color scheme, and following the same color locations as described for primary home noted in **Q3, Q4, & Q5** above.

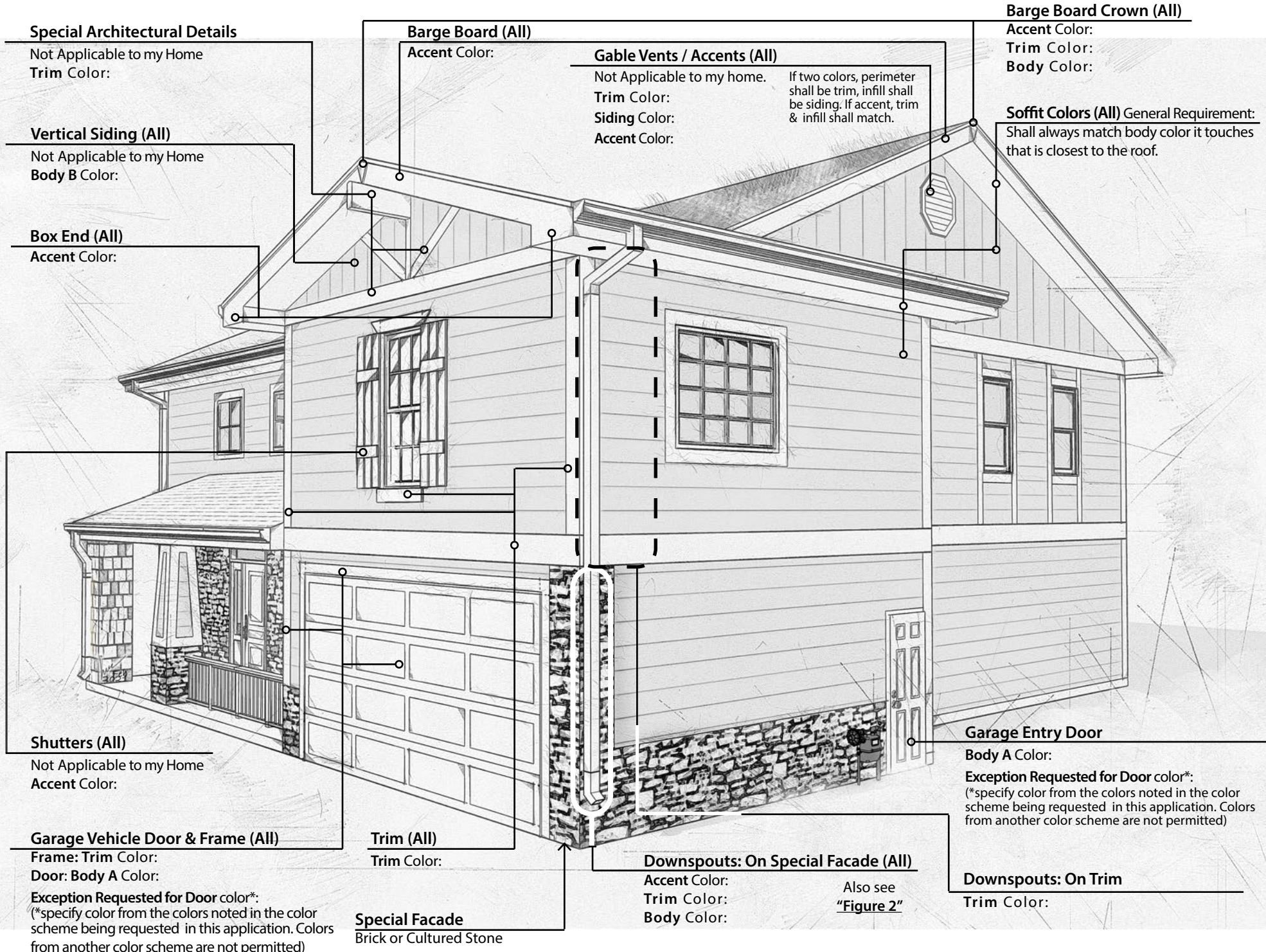
Exception: If the shed has a barn or wood type panel door it shall be painted to match the same Body and Trim colors as the home. If the shed has a standard entry/exit/passageway door it shall be painted to match the garage entry door as noted in **Q3** above & noted in "**Figure 1**".

Q7. What is the expected Start Date for your project? *

Q8. What is the expected End Date for your project? *

WITH YOUR SUBMISSION PACKAGE PLEASE MAKE SURE TO INCLUDE: *

1. A photo of the neighboring home(s) across the street immediately to the left and immediately to the right of your home.
2. When taking the photos, often a wider angle view is helpful for context. For example, if you're in a cul-de-sac, or on a corner lot, your neighbors home(s) may not be directly across from or next to you.



Special Architectural Details

Not Applicable to my Home
Trim Color:

Vertical Siding (All)

Not Applicable to my Home
Body B Color:

Box End (All)

Accent Color:

Shutters (All)

Not Applicable to my Home
Accent Color:

Garage Vehicle Door & Frame (All)

Frame: Trim Color:
Door: Body A Color:

Exception Requested for Door color*:
(*specify color from the colors noted in the color scheme being requested in this application. Colors from another color scheme are not permitted)

Barge Board (All)

Accent Color:

Gable Vents / Accents (All)

Not Applicable to my home. If two colors, perimeter shall be trim, infill shall be siding. If accent, trim & infill shall match.
Trim Color:
Siding Color:
Accent Color:

Barge Board Crown (All)

Accent Color:
Trim Color:
Body Color:

Soffit Colors (All) General Requirement:

Shall always match body color it touches that is closest to the roof.

Trim (All)

Trim Color:

Special Facade

Brick or Cultured Stone

Downspouts: On Special Facade (All)

Accent Color:
Trim Color:
Body Color:
Also see "Figure 2"

Garage Entry Door

Body A Color:
Exception Requested for Door color*:
(*specify color from the colors noted in the color scheme being requested in this application. Colors from another color scheme are not permitted)

Downspouts: On Trim

Trim Color:

Electrical Services (All)

Painted with the most appropriate colors of a paint scheme to visually blend into the home. See Radon Systems below

Fascia & Gutters (All)

Accent Color:

The portion of the downspout connecting to the gutter - where it passes over the fascia - shall be painted the gutter color. Once clear of the fascia, the downspout color shall be the approved downspout color as described in "Figure 1" and elsewhere on this page.

Front Door

Enter the door color from list of approved door colors.

Door Color:

See **Special Items Item 2.22-G** in the Design Guidelines for conditions where storm doors or solid wood doors may not require painting. Specify details of the exception in the body of the main application. Colors for painted front doors shall be from the Associations approved color book.

Porch Columns Shake Style (All)

Not Applicable to my Home
Body B Color:

Porch Columns: Siding & Trim (All)

Not Applicable to my Home
my home has plain 4x4 or 6x6 post/columns

Body A Color:

Trim Color:

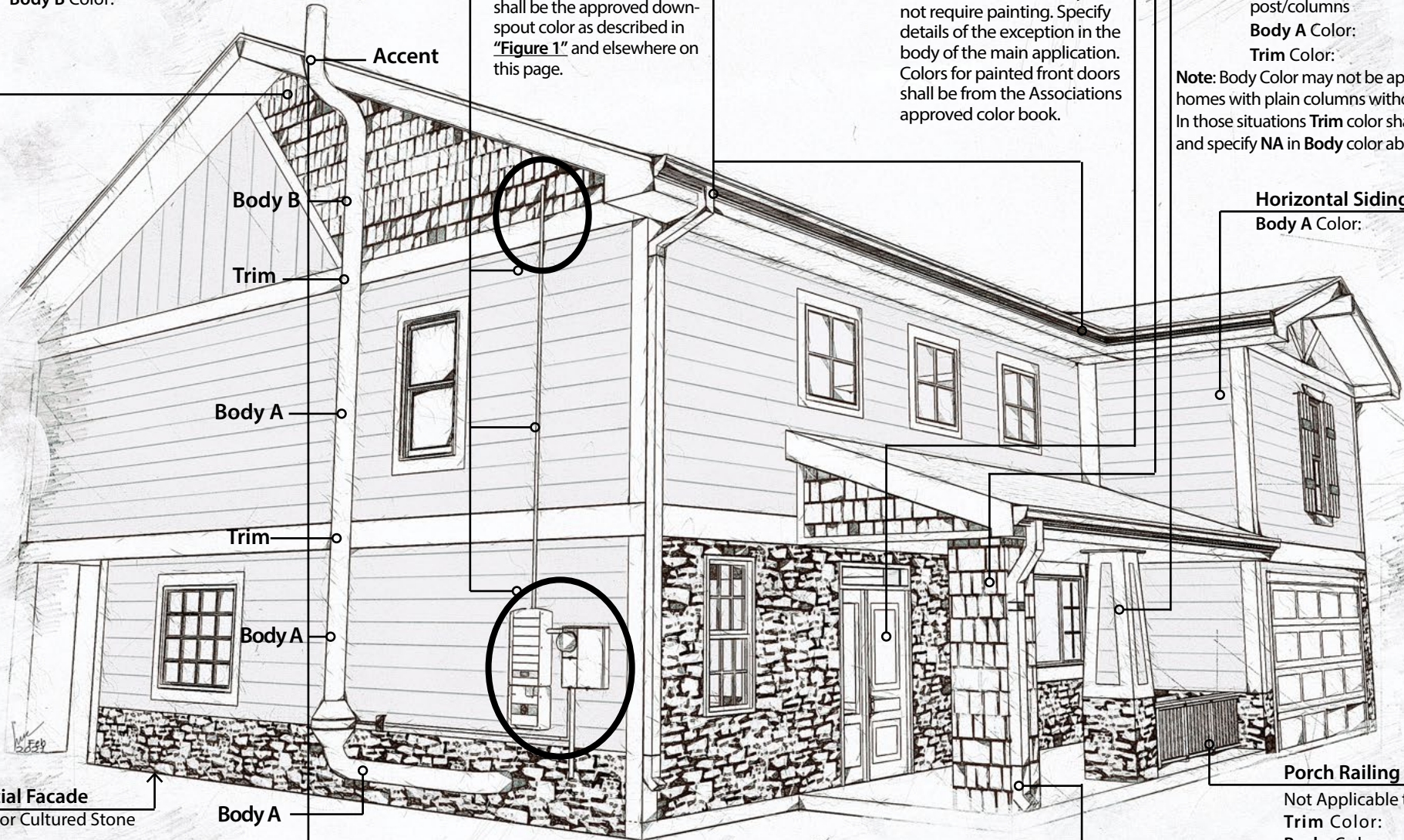
Note: Body Color may not be applicable in homes with plain columns without siding. In those situations Trim color shall apply and specify NA in Body color above.

Horizontal Siding (All)

Body A Color:

Shake Style Siding (All)

Not Applicable to my Home
Body B Color:



Special Facade
Brick or Cultured Stone

Radon Systems:

Painted with the most appropriate colors of a Paint Scheme to blend into the surface over which it travels or is attached to. Example: it may require 4 different colors if moving over 4 different surfaces

See Figure 1 Downspouts on Special Facade

Trim Color:

Body Color:

Accent Color:

Porch Railing

Not Applicable to my Home
Trim Color:
Body Color:
Accent Color:
HOA Fence Stain

ARCHITECTURAL CHANGE REQUEST FORM • SIGNATURE PAGE

SUNRISE RIDGE MASTER ASSOCIATION

A. HOLD HARMLESS ACKNOWLEDGMENT

1. **No Liability:** The undersigned hereby agrees there shall be no liability on the Association Board of Directors (hereinafter referred to as the Board), the Architectural Review Committee (hereinafter referred to as the ARC), the Association's property management company, nor any authorized representative of the Association for any loss, damage, or injury arising out of, or in any way connected with, the performance of the ARC.
2. **Hold Harmless:** The undersigned hereby agrees to hold harmless the Board and/or the ARC in their review of any matter submitted to such entity. Neither the ARC nor the Board is responsible for passing review on safety, whether structural or otherwise, on conformance with building codes, or any other government laws and regulations, nor shall the Board nor the ARC's approval of an improvement of property be deemed approval of such matters.

B. OTHER CONDITIONS

1. **Permits & Licenses:** The undersigned hereby agrees to pay for and secure any/all necessary licenses and permits as may be required by law and will not start on the improvement until all required approvals and permits are obtained. Approval of the improvement or change by the Association **does not** constitute approval by local governmental entities, including but not limited to local building or zoning departments; nor drainage design, nor structural soundness.
2. **Drainage:** The undersigned hereby agrees to maintain proper drainage away from my foundation and not impede proper drainage on my lot when installing any hard or soft landscape, or building improvements.
3. **Access for Site Review:** The undersigned hereby agrees authorizes entry onto their property for exterior review. Failure to allow inspection shall result in the withdrawal of the ARC's approval of this request.
4. **Fees & Costs:** The undersigned hereby shall be responsible for the Association's reasonable attorney fees and costs related should they failure to obtain approval or to properly complete the improvement regardless of whether this request of application is later approved.
5. **Compliance:** The undersigned hereby agrees all applications, denied or approved, are further subject to the Association governing documents: Master Declaration of Covenants, Articles of Incorporation, Bylaws and the Design Guidelines. Any improvement which, although mistakenly approved by the Board and/or the ARC is in contravention of a provision of the Declaration, Rules and Regulations, or any governmental code, regulation, statute or ordinance, if deemed denied of the consent previously given and such consent shall not be a waiver of the Association's right to enforce said covenant, rule or regulation, as if the request for the improvement had been denied.
6. **Time Frame:** The undersigned hereby agrees the ARC has up to forty-five (45) calendar days from receipt to review and approve this application. Applications with complete information may be approved sooner if no followup by the ARC is needed. If the ARC fails to approve or disapprove (deny) any request within forty-five (45) calendar days after the complete submission of plans, specifications, materials, and other information, the request shall be deemed to have been disapproved (denied) by the ARC. The homeowner making applications may resubmit if they so choose.
7. **Total Completion:** The undersigned agrees all work authorized by the ARC shall be completed within twelve (12) months after the **date of approval was granted**. If the project has not been completed with one year, the owner must submit a new application for review and approval.
8. **Photographs:** Upon Total Completion, the undersigned hereby agrees to email photos which fairly and accurately depict the completed project to the Association's property management company as noted on page one.

I understand work may not proceed until written approval is received from the ARC. I have read, understand, and agree to be bound by the Hold Harmless Acknowledgment and Other Conditions described above. The undersigned retains the right to appeal to the ARC or the Board any denied application.

* Signature Date

* Homeowner Signature

The following is for internal ARC use only:

Approved Denied Date

--

ARC Committee Chair Signature

Comments (or attach additional information as needed)