

## **ARCHITECTURAL REVIEW PROCEDURES**

The attached Architectural Review Package contains an Architectural Change Request form, Indemnity Agreement, Neighbor Awareness Letter, Site Plan and Instructions.

**Ensure to carefully review the ARC Guidelines prior to submitting your application.**

All Exterior & interior improvements to your property must be submitted to the Architectural Review Committee:

1) Submit one (1) **completed** copy of the Architectural Change Request Form, Indemnity Agreement, Neighbor Awareness Letter, and Detailed Site Plan/Drawings. Applications are to be submitted by the homeowner using the email below:

[General@epicamlv.com](mailto:General@epicamlv.com)

2) **Upon submission of your completed application with all required documents**, your plans will be reviewed by the Committee. You will receive written notice of their approval, rejection, or conditional approval within sixty (60) days of review.

3) A photo of the completed project must be submitted within ninety (90) days of approval.

Drawings must include location and screening of equipment, dimensions/measurements, site plan, setbacks, materials, colors and any information pertinent to the proposed improvements such as brochures, pictures, etc.

**CONSTRUCTION IS NOT TO BEGIN UNTIL WRITTEN APPROVAL OF PLANS IS OBTAINED BY THE ARCHITECTURAL REVIEW COMMITTEE.**

**ANY INCOMPLETE SUBMITTAL WILL BE RETURNED AND/OR DENIED.**

**Tripoly at Stephanie Homeowners Association**  
Architectural Application

**DESIGN REVIEW CHANGE APPLICATION**

*NOTE: AN INCOMPLETE APPLICATION WILL DELAY THE REVIEW PROCESS.*

HOMEOWNERS NAME \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

MAILING ADDRESS (IF DIFFERENT) \_\_\_\_\_

PHONE (H) \_\_\_\_\_

(W) \_\_\_\_\_

EMAIL: \_\_\_\_\_

Nature of request: (Check one or more of the following.)

- ( ) Review/Approval of Yard Component Installations or Changes
- ( ) Review/Approval of Interior Changes or Installations in Residential Unit or Garage
- ( ) Review/Approval of Changes or Installations on Porch or Balcony
- ( ) Review/Approval Satellite Receiver
- ( ) Other \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

**Any information not included does not constitute an automatic approval. All planned changes must be included in the description section above as well as on the drawings and illustrations submitted.**

**REQUIRED TO READ AND SIGN**

I reviewed the Design Guidelines and check list and I am submitting a complete application with detailed plans. THE LEGAL OWNER MUST ADDRESS ANY QUESTIONS REGARDING THIS APPLICATION. THIS APPLICATION REQUIRES THE SIGNATURE OF THE HOMEOWNER. SIGNATURE ACKNOWLEDGES THAT IF ANY WORK HAS COMMENCED PRIOR TO RECEIVING WRITTEN APPROVAL FROM THE DRC, YOU WILL BE LIABLE FOR ALL COSTS NECESSARY TO BRING THE WORK UP TO THE CURRENT STANDARDS. THE HOMEOWNER UNDERSTANDS THE ARCHITECTURAL REVIEW COMMITTEE MAY NEED TO ENTER THE PROPERTY TO INSPECT WORK IN PROGRESS AS WELL AS COMPLETED WORK.

**I have read and understand that my contractor and I must comply with the most current version of the Community Design Guidelines and must construct all improvements in accordance with those guidelines and other governing documents of the Association.**

**Homeowner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR ARCHITECTURAL COMMITTEE USE ONLY**

Action taken by Architectural Review Committee:

- ( ) APPROVED (The request submitted is approved.)
- ( ) APPROVED AS NOTED (The request submitted is approved subject to the notations.)
- ( ) DISAPPROVED (The entire request is not approved and must be re-submitted.)

Comments: \_\_\_\_\_

Signature of ARC member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of ARC member: \_\_\_\_\_ Date: \_\_\_\_\_

This approval does not relieve the Owner from CC&R requirements nor does it constitute approval as to compliance with applicable State, County, or City Ordinances or requirements. Owner may also need to acquire building permits and/or approval from the City or County for permission to encroach within City or County easements. Approval is not to be considered authorization to change the drainage as installed by the developer and approved by the City or County.

**NEIGHBOR AWARENESS FORM**

**OWNER'S NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**BUILDING** \_\_\_\_\_ **UNIT** \_\_\_\_\_

**PROPOSED IMPROVEMENT** \_\_\_\_\_  
.....

**NEIGHBOR'S NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE NUMBER(S)** \_\_\_\_\_

*I have reviewed the plans and specifications for my neighbor's proposed improvements or installations. My comments are noted below. (Check one).*

\_\_\_\_\_ *I have no concerns about the proposed improvements/installations in regard to impact on my property.*

\_\_\_\_\_ *I have the following concerns regarding impact on my property.*

*Explanation:* \_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

.....  
**NEIGHBOR'S NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE NUMBER(S)** \_\_\_\_\_

*I have reviewed the plans and specifications for my neighbor's proposed improvements or installations. My comments are noted below. (Check one).*

\_\_\_\_\_ *I have no concerns about the proposed improvements/installations in regard to impact on my property.*

\_\_\_\_\_ *I have the following concerns regarding impact on my property.*

*Explanation:* \_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

*This form is required only if requested improvements or installations impact adjacent neighbors.*

**Tripoly at Stephanie Homeowners Association**  
Architectural Application

**Indemnity Agreement**

*OWNER* (identified below) is the owner of property located within **TRIPOLY AT STEPHANIE** and wishes to commence construction of improvements (hereinafter the "improvements") set forth as attached hereto.

*CONTRACTOR* (identified below) has been hired by the Owner to effect the improvements.

*CONSTRUCTION* of the improvements is subject to the Declaration of Covenants, Conditions, Restrictions for **TRIPOLY AT STEPHANIE**, as well as certain Rules and Regulations, Design Guidelines and CC&R's.

*THE ASSOCIATION* and the DRC may (but are not obligated to) exercise supervisory responsibility with respect to ascertaining that Contractor's operation and improvements comply with Rules and Regulations, Design Guidelines and CC&R's.

*CERTAIN INDEMNITIES* are required of the Owner and Contractor, as follows, prior to commencement of construction of any improvements.

*ACCORDINGLY, OWNER AND CONTRACTOR* hereby agree to construct the improvements in accordance with the Rules and Regulations, Design Guidelines and Declaration of Covenants, Conditions and Restrictions of **TRIPOLY AT STEPHANIE**.

*OWNER* agrees to be held 100% responsible for any costs associated to damage occurred if owner chooses not use a licensed, insured and bonded contractor.

*OWNER* shall be responsible for the conduct of Contractors, its employees and agents within **TRIPOLY AT STEPHANIE**. Owner and Contractor understand and agree that violations of the Rules and Regulations may be met with a warning, stop work order, lien assessments and or revocation of Contractors right to enter Spring Mountain Ranch Master Association property.

*OWNER AND CONTRACTOR* hereby indemnify **TRIPOLY AT STEPHANIE** and the Design Review Committee, and agents thereof, and hold them harmless against and from any and all liabilities, claims, losses, damages and expenses connected with the improvements or construction of the improvements.

AGREED AND ACCEPTED this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

*"OWNER"*

*"CONTRACTOR"*

\_\_\_\_\_  
Name(s)

\_\_\_\_\_  
Name(s)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone Number(s)

\_\_\_\_\_  
Phone Number(s)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**SITE PLAN**

(This form is supplied for your convenience. If formal plans or other plans are available feel free to supply those)

A large grid of graph paper, consisting of 30 columns and 40 rows of small squares, intended for drawing a site plan.