

Submittal Procedures:

- Use the Submittal Form attached. All requests must be submitted in writing by email to reviews@ccgcolorado.com or clarkranch@ccgcolorado.com using the attached form, fax, or hard copy. When a complete request is received, we will forward the request to the Architectural Committee, track the request, and return a written decision to you.

- Provide complete details and specifications, including:
 - Plot plan and/or a map showing the location of the improvement(s).
 - Size, species, and quantities for any landscaping requests.
 - i Dimensions (i.e. height, width, and length), description of materials, and color samples for any structures or equipment.
 - Applicant information including name, street address and phone number (and mailing address if different than that of the Property).
 - The Architectural Committee may require additional information depending on the nature of the request.

- Plan ahead. The Architectural Committee does its best to respond quickly. However, the request may require up to forty-five (45) days after your complete submittal is received for a decision to be made.

- A written decision will be emailed to you. A written decision could be:
 - Approved
 - Approved with conditions
 - i Pending further information
 - Denied

If a request is denied, you may contact us for more information or appeal the decision of the Architectural Committee to the Board of Directors. Appeals must be submitted in writing.

ANY IMPROVEMENT INSTALLED WITHOUT APPROVAL IS SUBJECT TO REMOVAL AT THE HOMEOWNER'S SOLE EXPENSE. THE HOMEOWNER MAY ALSO BE SUBJECT TO FINES OR OTHER LEGAL ACTION.

CLARK RANCH SUBDIVISION

VILLAGE EAST COMMUNITY METROPOLITAN DISTRICT

Application for Modifications or Improvements

(District use) Received on: _____

A. General Information:

Owner(s): _____
Property Address: _____
Email Address: _____ Phone Number: _____

B. My request involves the following type of improvement:

- | | |
|---|--|
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Storage shed |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Deck / Patio / Slab |
| <input type="checkbox"/> Drive / Walk addition or improvement | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Basketball backboard / pole | <input type="checkbox"/> Patio Cover / Awning / Pergola |
| <input type="checkbox"/> Storm doors | <input type="checkbox"/> Painting (please see Section D) |
| <input type="checkbox"/> Room addition | <input type="checkbox"/> Other _____ |

C. Description of work (include materials, kind, exterior color(s), & location of improvement)

D. Paint form for exterior paint (if applicable)

Please include a sample of the requested paint colors and fill out the below box indicating the color name and code that you are requesting for each area to be painted. Home exterior paint does not need approval for original home colors.

Base / Body	
Trim	
Front Door	
Accent	

E. Name and contact information of contractor or other owner representatives, if any:

F. Attachments:

- | | |
|---|---|
| <input type="checkbox"/> Color sample / description | <input type="checkbox"/> Plot plan |
| <input type="checkbox"/> Specifications (e.g. brochure) | <input type="checkbox"/> Elevation drawings |
| <input type="checkbox"/> Construction plans | <input type="checkbox"/> Architectural drawings |
| <input type="checkbox"/> Photographs | <input type="checkbox"/> Sample of materials |
| <input type="checkbox"/> Other _____ | |

CLARK RANCH SUBDIVISION

VILLAGE EAST COMMUNITY METROPOLITAN DISTRICT

I understand that I must receive the written approval of the Architectural Control Committee (ACC) in order to proceed. I understand that the District may request additional information prior to reviewing this request. ACC approval does not constitute approval of the local building or zoning department, drainage design, structural or engineering safety and/or soundness. I understand that I may be required to obtain building or other permits prior to the commencement of any work. I agree that my failure to obtain required building or other permits/approvals will result in the withdrawal of ACC approval.

I further agree not to alter existing drainage patterns on the Lot without the express approval in writing by the Board or ACC. I will not damage or alter District property at any time, and resulting damages may be repaired by the District and my responsibility to pay. Upon completion of my improvement, I hereby authorize the ACC or its delegate to enter onto my property for exterior inspection at a mutually agreed upon time, if requested. I agree that my refusal to allow inspection may result in the withdrawal of ACC approval.

I further agree that if, at any time during the process, the ACC requests to enter onto the Lot or requests further information to determine if the improvement is being constructed in accordance with the approval plan and/or Covenants, I will comply with the request. I agree that my failure to comply with the request shall result in the withdrawal of ACC approval. In addition, I agree that my failure to start or complete the Improvement within the time specified on the application shall result in withdrawal of ACC approval unless an extension is requested in writing and approved in writing.

Planned start date: _____

Planned completion date: _____

Homeowner Signature

Date

Architectural Control Committee

The ACC / Board of Directors, having reviewed the submission above, hereby finds that the request is:

- Approved as submitted.
- Approved with the following provisions and/or subject to District governing documents: _____

Must be completed by: _____

Further information is requested: _____

Denied for the reason(s) stated below:

- Improvement does not comply with governing documents: _____
- Improvement is not reasonably suited for the lot.
- Not an approved exterior paint color
- Other reason: _____

ACC / Board Member / Authorized Representative

Date