

# IVEY RIDGE HOMEOWNERS ASSOCIATION ARCHITECTURAL REVIEW COMMITTEE

## Home Improvement Form

Please complete and submit this form by mail along with two (2) sets of your proposed improvement plans to:

TO AVOID DELAYS IN PROCESSING YOUR REQUEST, PLEASE ENSURE THAT YOUR APPLICATION IS COMPLETE, LEGIBLE, AND PROPERLY SUBMITTED (see Architectural Procedures and Guidelines and below).

Homeowner Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

**Description of Proposed Improvements (Use separate sheet, if additional space is needed.):** \_\_\_\_\_

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**Please submit two (2) sets of plans and the following information with your request:**

1. Description of proposed improvements / landscaping including pictures and manufacturer's documentation.
2. Plot plan of property showing location of improvements and distances to the house and property lines.
3. Complete dimensions of proposed improvements.
4. Description of materials and color schemes.

**I UNDERSTAND AND AGREE THAT**

1. No work on this request shall commence and no appointments with contractors be made until written approval has been granted by the Architectural Review Committee. I agree to complete all improvements and maintain my lot in accordance with my approved plans and the CC&R and Architectural Procedures and Guidelines for the Ivey Ridge Homeowners Association.
2. Approval of any proposed or existing improvement or completion of any improvement, by the Architectural Review Committee or the Board shall not be construed to warrant or represent in any way that the improvement was approved by or complies with the minimum standards of the City. Similarly, approval of any proposed or existing improvement by the City shall not be construed to constitute approval of such improvement by the Architectural Review Committee or the Board (CC&R, Article IX, Section 9).
3. If the proposed project requires a storage POD or use of a Porta Potty by your contractors, the Homeowner must obtain prior approval from the Board of Directors before beginning the project.

Homeowner Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Homeowner Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

**The following portion is for ARC use only. Do not write below this line.**

- 
- Approved
  - Disapproved with suggestions for resubmission
  - Disapproved
  - Incomplete

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

This application was reviewed by:

Architectural Review Committee Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**IVEY RIDGE HOMEOWNERS ASSOCIATION  
ARCHITECTURAL REVIEW COMMITTEE**

**Neighbor Notification Form**

Homeowner Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

**The attached plans were made available to the following neighbors for their review. They have been notified that I am submitting these plans for ARC approval.**

**Signature(s) of neighbor(s):**

By signature below, I acknowledge only that I have seen the proposed improvement plans and not that I agree or disagree with the proposed work. I understand that if I object to the proposed improvement, I may submit a letter of opposition directly to the ARC at the address below within ten (10) days from the date of my signature below:

**MUST BE SIGNED BY THE HOMEOWNER**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ ( ) Adjacent Neighbor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ ( ) Facing Neighbor

Name: \_\_\_\_\_ Address: \_\_\_\_\_ ( ) Adjacent Neighbor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ ( ) Facing Neighbor

Name: \_\_\_\_\_ Address: \_\_\_\_\_ ( ) Adjacent Neighbor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ ( ) Facing Neighbor

Name: \_\_\_\_\_ Address: \_\_\_\_\_ ( ) Adjacent Neighbor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ ( ) Facing Neighbor

Name: \_\_\_\_\_ Address: \_\_\_\_\_ ( ) Adjacent Neighbor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ ( ) Facing Neighbor

Name: \_\_\_\_\_ Address: \_\_\_\_\_ ( ) Adjacent Neighbor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ ( ) Facing Neighbor

**IVEY RIDGE HOMEOWNERS ASSOCIATION  
ARCHITECTURAL REVIEW COMMITTEE**

**Notice of Completion**

Homeowner Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

**On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the improvement(s) on the described property was (were) COMPLETED in accordance with the plans and submittal package which was approved by the Architectural Review Committee of the Ivey Ridge Homeowners Association.**

**The completed improvement(s) is (are):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Homeowner Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**The following portion is for ARC use only. Do not write below this line.**

\_\_\_\_\_

Date received:                      Inspected: Yes (.....)      No (.....)                      Date of inspection:

In compliance with approved Home Improvement Form: YES (.....)      NO (.....)

Comments: