

**Reunion Homeowner's Association
Design and Improvement Request Form**

REU
4.B

c/o MSI, LLC
11002 Benton St.
Westminster, CO 80020-3200
(303) 420-4433 Fax (303) 420-6611

FOR OFFICE USE ONLY

Date Received MS _____
Crucial Date _____
Date Sent To Committee _____
Date Rcvd From Committee _____
CM _____
Request# _____

Name: _____ Date: _____
Address: _____ Home Phone: _____
City/State/Zip: _____ Work Phone: _____
Email: _____

Staff may contact you after the proposed completion date to schedule an inspection

I am requesting authorization from the Architectural Review Committee (ARC) to build or install the following type(s) of improvement or design change to the outside of my home:

- Landscaping Satellite Dish Patio, Deck Patio Roof, Arbor
- Painting Shed Concrete _____
- Air Conditioner Fencing Addition, Expansion _____

Proposed Commencement Date: _____ Proposed Completion Date: _____

Brief narrative of the project: _____

I understand and will comply with the following **(check each to acknowledge agreement)**:

- Responsible for reading and abiding by the Site Restrictions & Guidelines.
- Will communicate with the ARC through the MSI, LLC Contact at (303) 420-4433.
- Approval by the ARC does not constitute approvals by the city or the county.
- Responsible for getting any permits required by the city and the ARC may request them.
- Any changes to the proposed commencement and/or the completion date will be communicated.
- A final inspection by Reunion HOA Staff is required before the project is considered complete.
- In order to expedite my approvals, I will provide any materials to show that the concerns by the guidelines have been addressed. More materials can and may be requested by the ARC.
Required and/or suggested materials and documentation are listed on the back of this form.
- I will not cross or damage any metro district property. I accept responsibility for my contractors that damage any district property.

Homeowner Signature: _____

Architectural Review Committee Action:		
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved Subject To (see below):	<input type="checkbox"/> Denied Because (see below):

ARC Signature: _____		

Final Inspection Completed: Date: _____ Signature: _____

Recommended and Suggested Materials / Documentation

Any recommended and suggested materials / documentation to provide to the Architectural Review Committee are listed below. In order for your request to be reviewed, required materials and documentation must be submitted to the District office by Monday at 5:00 prior to the scheduled meeting. Regular review meetings are scheduled for the 2nd and 4th Wednesday of each month but are subject to change.

Landscaping Submittals:

Required:

Completed Design and Improvement Request Form

Detailed landscape plan on a minimum 11x17 size paper (hand-drawn plans may be returned)

- Include accurate measurements of the lot and square footage
- Include accurate measurements of the home
- Include sod materials
- Include plant materials at mature size
- Include all landscaping elements
- Include mulch material and color
- Include the type of any edging
- Indicate grading changes

Suggested:

- Mark any type of irrigation
- Plans should be made by a qualified landscape professional in order to expedite approvals

Painting Submittals:

Required:

- Professional paint store paint sample cards with locations (siding, trim, etc.) marked
- Current photo of the house and the two houses on either side of the house being painted

Other Submittals:

Required:

- Official plat plan of the property (may be obtained from the county)
- Indicate location(s) of the addition(s) on the plat (show size)
- Indicate height, width, and depth of the addition
- Indicate colors of the addition using paint samples or with a picture of the addition
- Indicate the type of wood material to be used
- Construction additions (decks, pergolas, walls, etc.) must include plans
- Any construction interfering with original drainage must show how drainage will be directed

Fencing Submittals:

- Only two types of fences are allowed at Reunion, please see the guidelines