

FAIRWAY NINE PHASE II REQUEST FOR ARCHITECTURAL CHANGE

Requesting Homeowner: _____ Unit # _____ Phone # _____ Date: _____

Thank you for submitting your architectural request change. The homeowner is responsible for all incurred charges related to the architectural modification and will accept full responsibility for any and all damage to common area or private property occurring as a result of this request. Examples of architectural change are as follows but not limited to: deck expansion, awnings, windows, pavers, front doors, planter boxes, and air conditioners. The following are the steps for the entire process:

- Homeowner (or an agent representing the homeowner) submits completed application (Sections A, B, C) to Property Manager.
- Property Manager submits form to the Architectural Design Committee (applicable if there is not an existing spec).
- Architectural Design Committee (ADC) makes recommendations if applicable.
- The requested change is put on the agenda for the next Board Meeting.
- Requested change (could be modified by Architectural Committee or BOD) is either approved or denied at the Board Meeting and noted in the Meeting Minutes.
- The Property Manager sends a copy of the Approved BOD Meeting Minutes along with completed application back to the Homeowner/agent.
- The Homeowner/agent submits the application to the Sun Valley Elkhorn Association and the City of Sun Valley for approval (deck modification only). For decks the Sun Valley Elkhorn Association must make its approval on Section E, and City of Sun Valley must make its approval on Section F of the Request.
- Water cooled air conditioners require a SVWAS permit.
- Geo-thermal A/C conditioners require an Idaho Department of Water Resources permit, and SVEA landscape approval.
- The Homeowner/agent submits the approved request back to the Property Manager.
- Once everyone has approved, Homeowner/agent may begin architectural project on predetermined start date— **Work must be completed within 60 days from approval.**
- The Homeowner is required to put down a \$2,000.00 deposit for any door, window, deck, or Geo-thermal A/C installation and a \$500.00 deposit for all other items payable to the Association prior to any work being done. The deposit will be refunded once the project has been completed and signed off by the Property Manager.
- All approved changes must have a final sign off by the Property Manager at the end of the project.
- The Homeowner will sign off upon completion of project.
- Permit sign-off is required.

****Homeowner - Please complete Sections A and B before submitting your request to the Property Manager. Sections E & F must also be completed after approval is received from the Board of Directors.**

A. _____ Description of Proposed Change (please initial once step is completed)

Description of Proposed Change: Attach detailed drawings and construction plan. (To be completed by homeowner/contractor)

Contractor: _____ **Phone:** _____

B. The Homeowner assumes full responsibility for all contracts, contractors, and for compliance with all involved agencies. All work will be performed in accordance with this approved request.

***If the work has not been completed within 60 days of the start date, the Association shall complete the work in accordance with the approved request. The Homeowner agrees to pay any and all payment that the Association incurs for the completion of the work. The Homeowner agrees to make payment to the Association within 60 days of the completion of the work by the association. The Homeowner may request an extension for the work to be completed with a valid reason.**

***Homeowner accepts full responsibility for all damage to common or limited common area occurring as a result of the project, and agrees to correct and pay for correction or to compensate the association for such correction.**

****Once the above homeowner section is filled out, please sign and submit to the Property Manager.**

I, _____ agree to complete the architectural project as approved within 60 days of _____, the start date.

Homeowner Signature: _____ Unit#: _____ Date: _____

C. Architectural Design Committee Recommendation

Architectural Design Committee Majority Recommendation:

Chairperson's Signature: _____ Date: _____

***The architectural design committee reserves the right to require an independent professional to review the plan. A charge may be assessed to the homeowner for each review. The homeowner and the HOA BOD will be informed of this decision and of any fees that may be incurred prior to arranging for this review.**

D. BOD – Review the input from homeowners and architectural design committee for final consideration. All changes are at the Homeowners expense.

Board of Director's Majority Action:

Board of Director's Signature: _____ Date: _____

E. Sun Valley Elkhorn Association Approval for Deck Modifications (to be submitted to the SVEA by the requesting homeowner/agent):

Approval: _____ Comments: _____

Signature: _____ Date: _____

F. City of Sun Valley Approval for Deck Modifications (to be submitted to the SVEA by the requesting homeowner/agent):

Approval: _____ Comments: _____

Signature: _____ Date: _____

G. The architectural project, including any approved changes, must have a final sign off by the Property Manager at the end of the project.

Final Project Completion Walk Through and Sign-Off:

Approval _____ Objections _____

Comments: _____

Property Manager Signature _____ **Date:** _____

***Homeowner agrees to fulfill all of the provisions required of the homeowner including rectifying any objections noted in the Final Project Completion Walk Through by the Property Manager.**

The Homeowner is required to put down a \$500.00 deposit payable to the Association prior to any work being done. The deposit will be refunded once the project has been completed and signed off by the Property Manager.

Homeowner Signature: _____ **Unit#:** _____ **Date:** _____

Distribution by Property Manager: Original kept in Fairway Nine Phase II Property Manager's files
Copy to Architectural Committee
Copy to Homeowner