

## **Submittal Process for Architectural Review**

Please fill out the form on the following page for Architectural Review. What requires Architectural Review? Any changes that you wish to make that affect the outside of your home. These include but are not limited to: lawn ornaments, hot tubs, fencing, landscaping, and anything that is visible from the outside. Please follow the steps below to ensure that your submittal is processed as quickly as possible.

- The deadline for submittal is no later than 12:00pm on Fridays. Once plans are received and determined to be complete, they are put on the following scheduled meeting agenda. Please be sure that your plans include your contact information, e-mail address, and telephone numbers.
- You are required to submit two copies of your plans in addition to any other required forms.
- Plans are first reviewed on-site and then by committee.
- A written response of the Committee's decision will be mailed to you. Verbal responses are not given to protect you from any misunderstanding of any conditions of approval.
- Please note that the approval process can take up to 14 business days. If you have not received a written response within 30 days of your submittal please contact Branton Turner at (719) 572-0737 Ext. 1005 or by emailing him at [bturner@managementofco.net](mailto:bturner@managementofco.net)
- If you have any questions regarding your plan prior to submittal, please understand that you must schedule an appointment with the Architectural Review Team.
- During the spring and summer months the Architectural Review Committee experiences a high volume of plan submittals. We ask that you be patient with the above stated process as we are serving you and your Community as quickly and efficiently as possible.

There is a fee of \$20 for review. This fee is due at the time that your plans are turned in, and your plans will not be reviewed until the fee is received.

# Brooktree Village

## ARCHITECTURAL REVIEW COMMITTEE Exterior Improvement Application

Submittal Date\_\_\_\_\_

Applicant\_\_\_\_\_

Address of Property\_\_\_\_\_

Applicant's Address\_\_\_\_\_

(If different than address of property)

Date of submittal\_\_\_\_\_

Phone No.\_\_\_\_\_

Email Address\_\_\_\_\_

May we contact you by email to help expedite response?       Yes       No

**Submittal Deadline is 12:00 Noon, Friday**

**Make submittal fee check payable to: Falcon Ridge at Springs Ranch HOA**

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Please indicate ALL categories of improvements applicable to this submittal. Submittal must be drawn on a site plan at a scale not less than 1"=20'. Please include as much detail as possible about the size, material, color, and placement of improvements.

- Home Modification
  - Home Remodel (exterior only)
  - Home Repainting
  - Other\_\_\_\_\_

- Sports Equipment
  - Basketball equipment (Permanent or temporary)

Other:\_\_\_\_\_

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-----For Management Use Only-----

**Review Fee:** Paid Via (check one):  Check # \_\_\_\_\_  Thru Landscape Deposit

If no fee is received, note the date the Owner was notified:\_\_\_\_\_