

Architectural Request Process

Colony Biltmore Greens

August 2022

1. Architectural Request Applications can be submitted via email to colonybiltmoregreens@wearevision.com. Applications can also be mailed to the management company at Vision Community Management c/o Colony Biltmore Greens, 16625 S. Desert Foothills Pkwy. Phoenix, AZ 85048. Owners can also submit their applications online using the web portal.
2. Once application is submitted to the community administrative team, they will forward the application to the current board and non-board members of Architectural Committee for their review, comments, questions, and recommendation. Committee members should respond back to the management company community administrator within three business days, if possible. A letter is then sent out to the owner acknowledging that the application has been received.
3. The committee members will respond with their approval or disapproval or with any additional information is required before making a decision. The committee chairperson will email the management company with the committee's decision. The board has 30 days to make a decision. The 30-day clock begins when the management company has received the application.
4. If an application is denied, an explanation will be provided in the denial letter that the management company will send to the owner explaining why. If the application is approved with stipulations, those stipulations will be included in the approval letter that will be sent by the management company.

The following specific language shall be included on approval letters when appropriate:

Paint

Approved with the stipulation that your base, commonly referred to as the base, foundation, stem wall, etc. is to be properly prepared for painting and painted a minimum of 4 inches below grade.

Dumpster

Approved with the stipulation that plywood a minimum thickness of ½ inches is placed under the four corners of the dumpster in the street to protect the asphalt or on the concrete to protect the driveway. If placed on the street, be sure that it does not block any driveways. Dumpsters are not to remain longer than 4 months without additional Board approval.

Hours of construction:

Keep your neighbors happy by effectively coordinating with your general contractor and his team. Hours of construction are Monday—Friday, 7 am to 5 pm, Saturday, 9 am to 3 pm and no work on Sundays or holidays. Require daily clean up.

Deposit/Bond: A deposit or bond of \$1500 shall be required for all exterior work or work involving a dumpster unless a waiver is received from the Board because the work is not likely to result in damage.

COLONY BILTMORE GREENS HOMEOWNERS' ASSOCIATION
ARCHITECTURAL REQUEST FORM

ARCHITECTURAL REQUEST FORM (Please print clearly):

Name: _____ Lot #: _____ Phone: _____

Address: _____

E-mail Address: _____

Summary description of request. (Provide pictures of proposed windows, garage doors, and any proposed exterior improvements and photos of the existing front and sides of your house as applicable.) If requesting a change in landscaping, describe why you want something removed and what replacements are planned or desired. Include a photo of existing landscaping. Have you discussed exterior changes with immediate neighbors who would be affected on either side or across the street?

Work to be performed by:

(GIVE CONTRACTOR NAME & PHONE NUMBER) NOTE: CONTRACTORS MUST BE REGISTERED, LICENSED, AND INSURED.

Type of materials to be used:

Colors: _____

The Homeowner agrees to **comply with all City, County and State laws and must obtain all necessary permits.** Approval shall not be deemed to constitute a waiver of any requirement or restriction imposed by the City, nor shall it be deemed an approval of the workmanship or quality of the work or of the integrity or sufficiency of the plans, drawings, or specifications.

The Homeowner agrees to provide a **\$1500 deposit (bond)** secured by either the homeowner or contractor. The deposit is to be made through the CBG Management Company and is fully refundable providing that there has been no damage to the property including the streets, driveways, lawns, landscaping, gates, and common areas.

The Homeowner agrees to abide by the **hours of construction** (Mon-Fri, 7 am to 5 pm, Sat, 9am to 3 pm and no work on Sundays or holidays) and posting of no parking signs (available from the guard house) on one side of the street opposite where contractors and dumpsters are located during construction hours.

Signature of Lot Owner _____ Date Signed _____

APPROVED _____ DISAPPROVED _____ APPROVED WITH THE FOLLOWING CONTINGENCIES:

Signature of Board President or acting _____ Title _____ Date _____
President
