

Eastridge Homeowners Association
C/O Gerson Realty and Management Company
Architectural Submission/Application Form

Date: _____
Owner: _____
Address: _____
Lot/Unit #: _____
Phone: (_____) _____ - _____
Email: _____

Is this request in response to a violation letter we sent you? Yes No

Brief Project Description:

Estimated Start Date: _____ **Estimated Time for Completion:** _____

Work Completed By: Owner Contractor: **Name & Phone:** _____

Please make sure you have attached/included all of the following information:

- Completed Submission form **(including initials & signature below the Owner's Acknowledgement notice on next page)**
- Picture or drawing of intended project (project drawn with dimensions)
- Site Plan (showing the location where structure is intended) if applicable
- Vendor Catalog Photo or Supplier's Drawing
- Complete Materials List **(Paint samples must be included)**

Please send your request to: Gerson Realty & Management Company
P.O. Box 27476
Tempe, AZ 85285
Phone: 480-921-3332
Fax: 480-921-7719
Email: HoaAssist@gersonrealty.com

Owner's Acknowledgements: (Please initial each) I understand:

1. _____ that all Association fees need to be paid and current.
 2. _____ that all proposed improvements must meet city, state, and local codes. My signature indicates that these standards are met. I understand that all required permit(s) are my responsibility.
 3. _____ that any variation from the original application must be resubmitted for approval.
 4. _____ that no work on this request shall commence until written approval has been received.
 5. _____ that any construction or exterior alteration undertaken by me or in my behalf before approval of this application is not allowed; that if alterations are made, I may be required to return the property to its former condition at my own expense if this application is denied wholly or in part, and that I may be required to pay all legal expenses incurred.
 6. _____ that there are architectural requirements covered by the Covenants and a review board process as established by the Board of Directors.
 7. _____ that this alteration will not detrimentally affect the proper drainage of any common areas or surrounding units/lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration.
 8. _____ that it is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable codes. Your association, the ARC Committee and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.
- A homeowner has 90 (ninety) days to complete the work approved by a request, if the work is not completed in the time allowed, the homeowner must notify management and request an extension. The maximum time allowed is 6 (six) months; the homeowner must resubmit their request for approval.
 - The Committee will act on this request within **45** days of receipt. Requests will be approved, denied, or returned for additional information.

Homeowner's Signature: _____ Date: _____

Office Use Only

Date Received at HOA Office: _____

HOA Fees Not Paid – Returned to Owner (Date): _____

Information Incomplete – Returned to Owner (Date): _____

Information Complete – Sent to ARC (Date): _____

Architectural Review Committee Decision: Approved Conditional Approval Denial

ARC requirements or comments on application (if any):

Date Homeowner(s) Informed of ARC Decision: _____

Verification Signature of ARC Decision: _____