

**RAVENSWOOD HOMEOWNERS' ASSOCIATION
ARCHITECTURAL IMPROVEMENT REQUEST FORM**

DATE OF SUBMITTAL: _____

OWNER NAME: _____

ADDRESS: _____

PHONE: _____

E-MAIL ADDRESS: _____

DESCRIPTION OF PROPOSED CHANGE TO INTERIOR/EXTERIOR OF UNIT OR PROPERTY:

**** (MUST)** attach improvement plan design with respect to current unit layout and in relation to existing attached units, electrical wiring, plumbing, sewer, drainage and building structure. The proposed improvement must not alter the integrity of the existing building structure or impede upon attached units' structure or utilities. Color must match the complex colors. ****** Include any pictures, drawings, diagrams or paint color samples, etc.
(Continue on separate sheet if necessary)

Type of Request:

- | | | |
|---|---|-----------------------------------|
| <input type="checkbox"/> Windows/Doors | <input type="checkbox"/> Patio Covers/Awnings | |
| <input type="checkbox"/> Satellite Dishes/Antenna | <input type="checkbox"/> Deck/Patio | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Other (describe) _____ | | |

Detailed Description of work to be performed:

Proposed Start Date: _____

Proposed Completion Date: _____

Please review the Ravenswood Homeowners' Association Declaration & By-Law documents prior to submitting your application in order that your proposed change abides by the HOA governing documents. All Association documents were given to owners with their closing documents when they purchased their unit. They are also located with the Ravenswood HOA Bookkeeper or Secretary.

Ravenswood Homeowners' Association

Initial all below:

_____ I (We) understand that I must wait for approval of the Ravenswood Homeowners' Association Architectural Review Committee (ARC) before I begin this project.

_____ I (We) have reviewed the Governing Documents of the Association and how they apply.

_____ I (We) agree to abide by the rules established by the Ravenswood Homeowners' Association and will be solely liable for any upkeep required by this improvement.

_____ I (We) further understand I am to obtain all licenses and/or building permits and to meet all legal requirements for building codes.

_____ I (We) agree to indemnify the Association against any and all acts or claims arising in connection with the Improvement, including, but not limited to, any and all acts, omissions, or claims arising in connection with

the approval, construction, operation maintenance, repair, use, or removal of the Improvement, including attorney's fee and costs of litigation in connection therewith.

_____ I (We) will be responsible for all future maintenance and repairs of the improvement or change resulting from this change or improvement. The Association will NOT be responsible for any maintenance resulting from this improvement or change.

_____ I (We) will be responsible for all repairs and/or damage resulting from this repair or improvement. In the event the construction of the requested improvement or change causes damage to any other property within the community, I will bear the full responsibility for that damage.

_____ I (We) understand that all necessary permits and approvals from municipalities or other jurisdictions are my sole responsibility, and that the Association Board or Committee approval of this application in no way negates that obligation(s).

_____ I will submit a completion notice to the ARC upon completion of work and will allow the ARC or its agent to inspect the work completed.

_____ I (We) understand I must give to the ARC and to the owners of attached units 14-day notice prior to commencing any proposed projects on this request form. I also understand that ARC approval does not constitute approval of the local City or County Building Departments, and that a Building Permit may be required. I agree to complete all proposed improvements promptly after receiving ARC approval, by the proposed completion date shown above. I will report any delay in such completion to the ARC/Ravenswood Homeowners Association. I further agree to hold harmless the ARC/Executive Board of the HOA. They are not responsible for inspection of the improvement for safety, whether structural or otherwise, or for conformance with applicable building codes or other governmental laws and regulations.

_____ If the improvement as built or completed does not conform to the improvement as approved by the ARC, upon written request of the ARC, I (we) will at my/our own expense and cost, promptly correct any unapproved issues, or submit an additional request form to the ARC for review, which may ultimately be denied, and I (we) will at my/our own expense, correct the issue.

Homeowner Signature: _____ Date: _____

Submit this Request to:

**Ravenswood Homeowners Association
C/O Realty One, Inc. PO Box 140396 Denver, CO 80214
Operations@realtyone-co.com**

ARC/RAVENSWOOD HOMEOWNERS ASSOCIATION RECOMMENDATIONS:

- Approved
- Approve Subject to:
- Denied Because:
- Building Permit May Be Required

Explanation: _____

Signed: Agent or HOA Board Member _____