

STONECREEK HOA
REQUEST FOR HOME IMPROVEMENT APPROVAL
ARCHITECTURAL CONTROL COMMITTEE FORM

Please review the following information before completing the attached form.

- 1) All Architectural Control Committee forms (ACC Forms) should be completed and returned to Borg Property Services prior to initiating work on a planned improvement. The Covenants, Conditions and Restrictions (CC&R's) of Stonecreek HOA allow the Architectural Control Committee 45 days for approval / denial of this request.
- 2) **It is the responsibility of the Homeowner to verify with the Town of Gilbert as to whether a building permit is required. Permits are generally required for any improvement attached to the house. A few examples of improvements which would require a permit, at the time of the revision, are:**

Patio Cover
Room Addition
Improvements that interfere with front, rear, or side yard easements
Free standing structures that exceed size requirements
(Requirements set by the Town of Gilbert)

- 3) The permit must accompany the completed ACC form or this request will be denied due to the need for further information.
- 4) Drawings and/or sketches paint chip color, screen and/or awning material, and/or pictures must accompany your request. A drawing of placement of the improvement on your property must accompany your request.
- 5) If you should have any questions regarding your intended improvement please contact Borg Property Services at 480-456-6927.
- 6) Any improvements completed without written authorization may result in the homeowner having to remove the improvement from the property.
- 7) In an effort to protect each individual homeowner's rights and maintain property values, it is required that any homeowner considering improvement of their deeded property submit a REQUEST FOR HOMEIMPROVEMENT APPROVAL to the Architectural Control Committee for approval from the Homeowner's Association. **This** includes any changes to the property that will change the outside appearance of the property
- 8) Residents of Stonecreek HOA, Phase One (1), should be aware of easement issues when submitting an ACC request.
- 9) **ALL APPROVED IMPROVEMENTS MUST BE COMPLETED WITHIN 60 DAYS OF ARCHITECTURAL CONTROL COMMITTEE APPROVAL TO AVOID A FINE OF \$50.00**

**STONECREEK HOA
C/O BORG PROPERTY SERVICES
1660 S. Alma School Rd.
Suite 225
MESA, ARIZONA 85210
(480) 838-6900
(480) 456-9439 FAX**

MANAGEMENT AND ACC INFORMATION ONLY FOR

Lot #

Date Received from Homeowner

Date Received from A.C.C.

Date Homeowner Notified of request Approval / Denial

Account Balance _____
Only Homeowner's with a \$0.00 or credit balance will be reviewed.

REQUEST FOR HOME IMPROVEMENT APPROVAL

OWNER'S NAME: _____ LOT #: _____

ADDRESS: _____

HOME PHONE: () _____ WORK PHONE: () _____

E-Mail Address: _____

Briefly, describe the improvement that you propose: _____

Who will do the actual work on this improvement: _____

Location of improvement (Check applicable areas)

- | | | |
|---|--|--|
| <input type="checkbox"/> Front of House | <input type="checkbox"/> Back of House | <input type="checkbox"/> Roof of House |
| <input type="checkbox"/> Side of House | <input type="checkbox"/> Garage | <input type="checkbox"/> Patio |

Other (Describe) _____

Material necessary for proposed improvement (Specify):

_____ Paint – Color(s)	_____ Cement
_____ Stain – Color(s)	_____ Pipe
_____ Lumber – type(s)	_____ Electrical
_____ Brick – Type(s)	_____ Fence – Type(s)
_____ Screen – Type(s)	_____ Height
_____ Other (describe)	_____

I understand and agree with the conditions of Page 1.

SIGNATURE OF HOMEOWNER

SIGNATURE OF HOMEOWNER

DATE

DATE

<p>Please return this completed form along with any drawings, permits, and samples to:</p> <p style="text-align: center;"> Stonecreek HOA C/o Borg Property Services 1660 S. Alma School Rd. Suite 225 Mesa, Arizona 85210 </p>
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COMMITTEE USE ONLY

Date Received by the ACC _____

Approved

Denied

STONECREEK HOA DESIGNATED REPRESENTATIVE

DATE

NOTES FROM THE A.C.C.:
