**Deer Run Homeowners Association**

 **Design Review Request Form**

**Property Location:**

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lot/Blk \_\_\_\_\_\_\_\_\_\_\_\_

**Owner Information:**

Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Numbers: Daytime: \_\_\_\_\_\_\_\_\_\_\_\_\_ Evening: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Requestor Information (if different than owner):**

Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Numbers: Daytime: \_\_\_\_\_\_\_\_\_\_\_\_\_ Evening: \_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Type and Description:**

 Remodel  Fence  Landscaping  Paint Color  Other

Description of Project (attach separate sheet if desired): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Owner, Please Read and Sign:**

I have read and understand the protective Covenants of the Deer Run Homeowners’ Association which apply to my property and, to the best of my knowledge, this submittal complies with those requirements. If “Requestor Information” is supplied above, I hereby authorize the individual(s) named to act on my behalf in order to obtain the association’s approval for the project described herein.

Signature of Owner(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROCEDURES ARE ATTACHED TO ASSIST YOU IN COMPLETING YOUR REQUEST AND INFORM YOU OF THE REVIEW AND APPROVAL PROCESS.**

**PROCEDURES**

Approved Deer Run BOD 01.21.2021; Amended 11.10.2021

**Submitting a request**

Who must submit - The owner of any lot or structure (or their authorized agent) within the Deer Run Homeowners’ Subdivision (whether or not a member of the Association) who is planning to add or modify a structure or landscaping subject to the Covenants of the Association.

When to submit - At least 30 days prior to the planned start of work.

What to include - Two copies of the request including: (1) A completed Association Review Request Form (available from the association manager or any member of the Deer Run Board); (2) a written description of the work to be performed; (3) a drawing, preferably using the as-built survey you received at closing, showing the location of the planned changes; and (4) appropriate supporting materials such as photos, product brochures, contractor bid documents, material or paint samples, etc.

Where to submit – Email or mail your request to the Association Secretary at the following address:

sec@deerrunneighbors.com

Secretary

c/o Deer Run Homeowners Association

4550 Seton Place

Colorado Springs, CO 80918

Questions: Contact any of the following members of the Architectural Review Committee, (by default are the current Deer Run Board of Directors).

 Any of the Deer Run Board of Directors found at;

 [www.deerrunneighbors.com](http://www.deerrunneighbors.com)

\*\*\* Deer Run ByLaws and Covenants are found online at;

 [www.deerrunneighbors.com](http://www.deerrunneighbors.com) under the heading “Neighborhood Information”

Please provide the following information regarding your contractor/provider:

Contractor/provider Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved Deer Run BOD 01.21.2021; Amended 11.10.2021

**Review of Requests**

Receipt of Request - The review period will begin at the time of receipt by the Association Secretary *providing* that the request and supporting documentation is deemed complete. If the request is determined to be incomplete or unclear, the ARC will request additional information or clarification and the review period will begin when the requested information is received.

Review Period - The ARC will review each complete request to determine the plan’s conformance with the Covenants of the Association and notify the requestor in writing of its findings within 30 days of receipt.

Approval - If the plans fully comply with the Covenants, the requestor will be notified that the plans have been approved as submitted.

Disapproval - If the plans are determined not to comply with the Covenants, the request will be denied, and the reason(s) stated including the specific section(s) and provision(s) of the Covenant(s) that have not been met. Once a request has been disapproved, a new request must be submitted.

Conditional Approval - If the plans are out of compliance but compliance may be achieved without significant alterations (or the details of the plans are incomplete or unclear), the committee may elect to issue a conditional approval specifying the conditions, including reference to the specific section(s) and provision(s) of the Covenant(s), which must be met in order to bring the plans into compliance.

Method of notification - All notifications will be made in writing, either delivered personally by an ARC member, email or via U.S. Mail.

Starting and proceeding with work - Upon notification of approval or conditional approval by the ARC, the requestor shall begin work as soon as practicable, satisfy any and all conditions specified and diligently proceed to completion.

Proceeding without approval - If an ARC response has not been received within 30 days of the submission of a request, the Requestor may proceed with work after notifying an ARC member or the Association Manager of the intent to proceed. In this event, the requestor should be prepared to prove that a request was submitted for review. Acceptable proof would consist of a receipt for registered or certified mail or a delivery receipt from an ARC member or the Association Manager.

Completion of work - All work must be completed within one year of the start of work. Approval for work not started within one year will be deemed revoked. The ARC may, at its discretion, extend the time for starting work upon written request from the Requestor within the one-year period.

Appeal of ARC decision - Decisions of the ARC may be appealed to the Association Board of Directors.