

**PLAYA DE ORO  
ASOCIACION DE VECINOS  
FRACCONIAMIENTO**

**ARCHITECTURAL APPLICATION**

**\*This application must be filled out for Design Review Committee approval before commencing any construction or exterior modifications to the home – including screens, awnings, doors, plants; minimal projects.**

**Please fill out application, present to the Architectural Review Committee via email at: [PDOARC@gmail.com](mailto:PDOARC@gmail.com)**

Attached is the Application for Construction or Minor Change that you would use for your request. Below outlines the process for you. Please let me know what support we can provide or questions we can answer. [pdoarc@gmail.com](mailto:pdoarc@gmail.com)

**1. Form and Paperwork Completed – Responsibility = Homeowner**

- Fill out the form, include pictures and drawing specs for the construction including plants, any alterations for the landscape, and a general plot plan for landscaping. Include the \$750.00 Application Fee check made out to ASOCIACION DE VECINOS FRACCIONAMIENTO PLAYA DE ORO and mail it back to our address.
  - ✓ Include your Neighbor Notification sign off forms for your front, right side and left side neighbors.
  - ✓ If you are using a contractor for the work, please submit their License and Proof of Social Security
- Mail Check – PLAYA DE ORO – ARC – United Property Owners of Playa de Oro c/o San Felipe Express 874 S. Main St. #3737 - #55, San Luis, AZ 85336
  - ✓ \$750.00, check

**2. Paperwork Review – Responsibility = Architectural Review Committee**

- We will review the paperwork and contact you if we have any questions.

**3. ARC Presentation – Responsibility = Architectural Review Committee Playa de Oro**

ARC meetings are held as needed – you will be notified

- ARC will determine an approval / deny / modify, and we will then contact you back regarding the decision.

**4. Installation – Responsibility = Homeowner**

- Pending approval, you would begin the installation.

**5. Completion – Responsibility = Homeowner**

- Once completed, you would then fill out another form, “Notice of Completion”. Fill out this form and send it to us along with photos of the completed work.
- We then submit it to the ARC for review, once fully approved you will receive your approval letter for your records.

# PLAYA DE ORO ASOCIACION DE VECINOS ARCHITECTURAL REVIEW APPLICATION

Attn: PDO Architectural Review Committee (ARC)  
United Property Owners of Playa de Oro  
c/o San Felipe Express  
874 S. Main St. #3737 - #55  
San Luis, AZ 85336

NAME OF OWNER: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

## Guidelines Governing Construction & Change Requests:

1. All construction/modifications including plants and irrigation are made at owner expense.
2. Construction/Modifications that have not been approved are subject to violation of the CC&R.
3. Home Owner accepts responsibility for any damages caused to HOA property due to changes being made by home owners' vendor.
4. Homeowner accepts responsibility to relocate endangered plants, repair and fix any damages resulting from proposed construction/changes.

## Type of change desired:

- ☐ New Constructoin
- ☐ Minor Change to Existing Exterior

## Description:

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## PLEASE INCLUDE ALL ITEMS BELOW WITH APPLICATION

\_\_\_ \$750.00 Application Fee. Please make check payable to PDO AC

\_\_\_ Current Photo(s) of front yard showing lot/plant material being changed if applicable

Estimated Completion Time After Approval: \_\_\_\_\_

HOMEOWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**RECOMMENDATION BY ARC COMMITTEE**

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The Architectural Review Committee has taken the following action:

- ( ) Recommendation of Application as submitted by Homeowner\_\_\_\_\_.
- ( ) Recommendation of Application subject to conditions noted below:
- ( ) Negative Recommendation for the reasons noted below.
- ( ) Incomplete Application. No further action to be taken until Application is resubmitted.

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Signature:

ARC Committee Chairperson:\_\_\_\_\_Date\_\_\_\_\_

Application received:\_\_\_\_\_By\_\_\_\_\_

**All necessary forms to be submitted to the HOA can be obtained by PDO HOA please email [unitedpropertyownersofpdo@gmail.com](mailto:unitedpropertyownersofpdo@gmail.com).**

# PDO HOA NOTIFICATION FORM

**PLEASE NOTE: THIS FORM IS REQUIRED FROM NEIGHBOR TO THE RIGHT, NEIGHBOR TO THE LEFT AND NEIGHBOR IN FRONT OF YOUR HOME. IF PDO OWNS A HOME NEIGHBORING YOURS PLEASE INDICATE SO BELOW.**

To: PDO Architectural Review Committee (ARC)  
c/o San Felipe Express  
874 S. Main St. #3737 - #55  
San Luis, AZ 85336

Attn: ARCHITECTURAL REVIEW COMMITTEE

This is a courtesy notice informing you of Architectural changes being proposed to your neighbor's home. If you are unable to view the changes, you may request a copy of the original plans, with the changes identified, from the requesting owner. Please take a moment to fill out this form and return to the requesting owner with any comments.

Improvements:

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Name of Neighbor:

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CHECK ONE:

Right Neighbor \_\_\_\_ Left Neighbor \_\_\_\_ Front/Back Neighbor \_\_\_\_

Address:

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Mailing Address:

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Phone Number:

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Neighbor's Signature:

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Date:

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Name of Owner requesting  
comments:

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Property Address of Owner  
requesting comments:

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Comments from neighbor;

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NOTE: THE ABOVE REFERENCED COMMENTS, IF ANY, ARE ADVISORY ONLY AND HAVE NO BINDING AFFECT ON THE DESIGN REVIEW COMMITTEE. IF COMMENTS ARE "NONE" THEN STATE "NONE".

# PDO HOA NEIGHBOR NOTIFICATION FORM

**PLEASE NOTE: THIS FORM IS REQUIRED FROM NEIGHBOR TO THE RIGHT, NEIGHBOR TO THE LEFT AND NEIGHBOR IN FRONT OF YOUR HOME. IF SHEA OWNS A HOME NEIGHBORING YOURS PLEASE INDICATE SO BELOW.**

To: PDO Architectural Review Committee (ARC)  
United Property Owners of Playa de Oro c/o San Felipe  
Express  
874 S. Main St. #3737 - #55  
San Luis, AZ 85336  
Attn: DESIGN REVIEW COMMITTEE

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CHECK ONE:

Right Neighbor \_\_\_\_ Left Neighbor \_\_\_\_ Front/Back Neighbor \_\_\_\_

Address:

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Mailing Address:

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Phone Number:

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Neighbor's Signature:

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Date:

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Name of Owner requesting  
comments:

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Property Address of Owner  
requesting comments:

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Comments from neighbor;

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NOTE: THE ABOVE REFERENCED COMMENTS, IF ANY, ARE ADVISORY ONLY AND HAVE NO BINDING AFFECT ON THE DESIGN REVIEW COMMITTEE. IF COMMENTS ARE "NONE" THEN STATE "NONE".

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Comments from neighbor;

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PDO HOMEOWNERS ASSOCIATION

**NOTICE OF COMPLETION: PLEASE FILL OUT AND RETURN AFTER PROJECT IS COMPLETED**

Name (Please Print) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address (If different) \_\_\_\_\_

Date of Commencement \_\_\_\_\_ Date of Completion \_\_\_\_\_

Description of Project: \_\_\_\_\_

A final inspection of your project will then be scheduled and upon a successful inspection, with no outstanding items Please complete and place a check mark next to the applicable boxes below:

<input type="checkbox"/> Permit(s) issued by City on _____	<input type="checkbox"/> Pool/Spa/BBQ completed as designed
<input type="checkbox"/> Permit(s) signed off by City on _____	<input type="checkbox"/> Landscaping completed as designed
<input type="checkbox"/> Site left in clean condition/Dumpster(s) removed	<input type="checkbox"/> Setback Requirements have been met
<input type="checkbox"/> Any Damage to adjacent property has been repaired	<input type="checkbox"/> Color/Materials in accordance with plans
<input type="checkbox"/> All Social Security taxes have been satisfied	<input type="checkbox"/> Certificate of Liberation issued _____
<input type="checkbox"/> All Contractors have been paid in full	<input type="checkbox"/> Other _____

Description of any changes to approved plans or site conditions:

**Compliance Statement:** As legal owner(s) of the above-referenced property, I (we) hereby state that this Notice of Completion signifies that the above-referenced Architectural Construction/Change(s) was/were completed in accordance with the approved plans and in compliance with the Association's "Architectural Guidelines." I (We) have reviewed the project site, checked the appropriate items above and hereby having complied with all Construction Regulations while holding the Association harmless for any and all damages that may have been caused to any adjacent property between the commencement and completion dates listed above.

**By:** \_\_\_\_\_ **Date** \_\_\_\_\_  
Owner(s) Signature(s)

\*\*\*\*\*FOR ASSOCIATION USE ONLY\*\*\*\*\*

Project Inspection Done By: \_\_\_\_\_ Date \_\_\_\_\_

(Mgmt. Signature)

Project appears to be: ☐ COMPLETE ☐ NOT COMPLETE (Explain Below):

Project appears to be in: ☐ COMPLIANCE ☐ NOT IN COMPLIANCE (Explain Below):

Request Reviewed on \_\_\_\_\_ Approved on \_\_\_\_\_ Denied \_\_\_\_\_

By: \_\_\_\_\_ Sent to HOA On \_\_\_\_\_  
Committee Chair Contractor