

Montelena Master Community Association

4645 East Cotton Gin Loop

Phoenix, AZ 85040

Telephone: (602)437-4777 Fax: (602) 437-4770

ARCHITECTURAL REQUEST

PLEASE MAKE SURE TO INCLUDE ALL INFORMATION ON YOUR PROPOSED REQUEST. PLEASE SUBMIT A SKETCH, DRAWING, PHOTOS OR BROCHURES SAMPLES OF THE MATERIALS USED IN THE PROPOSED CHANGE ALONG WITH PAINT COLOR SAMPLES (IF APPLICABLE).

ONCE YOU MAIL, EMAIL, DELIVER, OR OTHERWISE SUBMIT YOUR IMPROVEMENT FOR REVIEW OF THE ARCHITECTURAL COMMITTEE TO CITY PROPERTY, YOU WILL RECEIVE AN "ACKNOWLEDGEMENT" OF RECEIPT OF YOUR SUBMITTAL BY CITY PROPERTY WITHIN 5 BUSINESS DAYS. IF YOU DO NOT RECEIVE THIS "ACKNOWLEDGEMENT" LETTER WITHIN 5 BUSINESS DAYS, CONTACT US IMMEDIATELY AS YOUR SUBMITTAL IS DEEMED "DENIED" BY THE ARCHITECTURAL COMMITTEE. DO NOT START WORK WITHOUT APPROVAL AS YOU MAY BE REQUIRED TO REMOVE CHANGES OF IMPROVEMENTS AT YOUR OWN COST.

IF OWNER IS NOT FURNISHED WITH ACKNOWLEDGEMENT OF THIS REQUEST (FROM THE ASSOCIATION) WITHIN FIVE (5) DAYS OF SUBMITTAL, THE REQUEST IS DEEMED DENIED.

Date: _____

Account Number: _____

Property Address: _____

Owner's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Home phone: _____

Alternate phone: _____

Email: _____

Preferred method of contact/response: [] Mail [] Email

Description of Architectural request in detail including:

Description of Project: _____

Dimensions: _____

Materials: _____

Location: _____

Colors: _____

Vendor/Contractor: _____

Start Date: _____ Completion Date: _____

The Homeowner agrees to maintain the improvement if approved by the Architectural Committee. The homeowner agrees to comply with all city, county and state laws and must obtain all necessary permits.

Signature of Lot Owner

Date signed

OFFICE USE ONLY
_____ APPROVED

_____ DISAPPROVED

Request ID #: _____

Montelena Master Community Association

Date