



**Green Valley Villas West  
Condominium Association**

460 S Paseo Quinta, Green Valley AZ 85614  
[villaswest.az@fsresidential.com](mailto:villaswest.az@fsresidential.com)

**Architectural Alteration Application**

**Briefly Describe Alteration** (e.g. windows, doors, solar screens, shed, etc.) \_\_\_\_\_

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

Villa Address: \_\_\_\_\_ Phone #(s): \_\_\_\_\_

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

To be constructed/installed by: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

*The alteration is to be completed within 180 days after the starting date indicated on the application or after the issuance of county permits (if required). If an extension is required, a **written** request must be submitted to the Villas West Management Office. **If applicable, the following items are required: a copy of the permit, the contractor's license number, and proof of insurance.***

*I have read the **Architectural Alteration Requirements**, on **page 3** of this form, and **Sections 4.4 and 5 of the CC&R's** and I agree to comply.*

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Committee recommendations/approval conditioned upon the following:

**Decision of the Committee:**

☐ **Approved**      ☐ **Pre-Approved**      ☐ **Denied**      ☐ **Hold**

**President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Committee Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project Sign-off when completed** \_\_\_\_\_  
\_\_\_\_\_

**Detailed Description of the Alteration:**

## Architectural Alterations Requirements

*Any alteration to the exterior, any structural alteration to the interior, and interior alteration which would be visible from the exterior of a building or alteration to any of the common elements encroaching upon a villa, including but not limited to pipes, heating and cooling systems, vents, wiring conduits, or plumbing within the walls, must be approved by the Architectural Committee and the Board of Directors.*

### **For such Approval the following conditions must be met:**

1. A written request must be submitted to the Architectural Committee. The application, Form AAA may be obtained from the Management office, or downloaded from the website.
2. A detailed drawing of the desired alteration must accompany the application form. Some standard drawings are available at the Management office.
3. Any required county permits must be obtained from the Pima County offices in Tucson, 201 N. Stone Ave or by your contractor.
4. Prior to the start of construction, a copy of any and all required permits, contractor's proof of liability, and worker's comp insurance must be delivered to the Management office. The Management office must also be notified when the alteration is scheduled to start.
5. Prior to the start of construction, a licensed contractor must be obtained if the total cost of labor and materials exceeds the dollar amount (\$1000) stipulated by Arizona Law (ARS 32 1121 (A) (4)). A copy of this license must be delivered to the Management Office.
6. The alteration is to be completed within 180 days after the indicated starting date on the application, or after the issue of county permits, if required. Contact the Management Office for an extension if the alteration cannot be completed within the approved time frame.
7. Upon completion, the alteration must be inspected and signed off by Management and/or the Architectural Committee. Any faulty workmanship or work beyond the limits of the permit must be corrected **at the expense of the unit owner**. It is recommended that the owner withhold final payment to the contractor until the alteration has been approved.
8. Shingles on the roofs of newly constructed sheds shall be:  
GAF Materials, "Grande Sequoia 50 year" Mesa Brown fiberglass/asphalt. There must be 2 courses of asphalt felt underlayment.
9. Screen doors and gates:  
Wooden screen doors and gates must be painted "Villas West Brown". Original metal storm/screen doors must be painted bronze or brown. New metal storm doors/screen doors must be bronze/dark brown in color (from the manufacturer). All wrought iron security doors, gates, fences, handrails, and window guards must be black in color.