

GUIDE TO FORMS: ARCHITECTURAL AND EXTERIOR CHANGE REQUESTS

Select the type of change and the project cost you are considering, the guide below will indicate the appropriate submittal form to use for your project.

TYPE OF CHANGE	PROJECT COST	ARC SUBMITTAL FORM TO USE (Click on the highlighted Form below for a direct link to that form.)	NONREFUNDABLE REVIEW FEE
<ul style="list-style-type: none"> New home construction Major remodeling or addition projects 	\$200,000 or greater	FORM 1: <ul style="list-style-type: none"> New Home Construction (New Builds or Rebuilds): Project requires a \$15,000 Refundable Security Deposit Major Remodeling or Addition Projects: Project requires a \$7,500 Refundable Security Deposit *Estimated Approval Time: 4 Weeks	\$2500.00 *REVISED 1-1-23
<ul style="list-style-type: none"> Major exterior changes Additions 	Greater than \$25,000 but less than \$200,000	FORM 2: Major Exterior Architectural Changes or Addition Projects *Estimated Approval Time: 4 Weeks	\$2,250.00
<ul style="list-style-type: none"> Minor exterior architectural changes such as adding driveway pavers, enclosing a patio, adding an outdoor grill/fire pit, etc. 	Greater than \$5,000 but less than \$25,000	FORM 3: Mid-Sized Exterior Architectural Changes *Estimated Approval Time 4 Weeks :	\$500.00
<ul style="list-style-type: none"> Small architectural projects such as upgrading a front entry door or garage doors, updating architectural details, adding sunshades, and other minor exterior changes 	Less than \$5,000	FORM 4: Small Exterior Architectural Changes *Estimated Approval Time: 1 Week	\$250.00
<ul style="list-style-type: none"> Exterior repaint projects including repainting with a new or existing color 	N/A	FORM 5A: Exterior Painting *Estimated Approval Time 1 Week:	\$165.00
<ul style="list-style-type: none"> Exterior Roof Recoats – White roof coatings are prohibited. 	N/A	FORM 5B: Roof Recoat *Estimated Approval Time 1 Week:	\$165.00
<ul style="list-style-type: none"> ALL large-scale landscape projects that change the exterior appearance of the house or property ✓ NOTE: Small scale projects such as adding or replacing a few plants, shrubs or trees do not require a submittal for approval ALL landscape lighting projects that change the exterior appearance of the house or property 	Requiring Approval: ALL landscape projects greater than \$5,000 ■ ALL landscape lighting projects regardless of cost	FORM 6: Major Landscape Renovation and Landscape Lighting Renovation *Estimated approval time: 4 Weeks	\$650.00
<ul style="list-style-type: none"> Solar energy device projects such as photovoltaic panels, solar collectors, heat exchangers and related storage systems 	N/A	FORM 7: Solar Energy Devices ARC Approval Not Required, Information Kept on File	
<ul style="list-style-type: none"> Satellite dish projects such as the installation of a satellite dish or antenna 	N/A	FORM 8: Satellite Dish/Antenna ARC Approval Not Required, Information Kept on File	
<ul style="list-style-type: none"> Temporary Dumpsters 	N/A	FORM 9: Dumpsters placed on property must be submitted and approved.	100.00
<ul style="list-style-type: none"> Variances 	N/A	FORM 10: If requesting an ARC variance to the Board of Directors.	\$500.00

THE ENCLAVES DEVELOPMENT ARCHITECTURAL REVIEW

NEW HOME CONSTRUCTION (NEW BUILDS OR REBUILDS), MAJOR REMODELING OR ADDITION PROJECTS: New home project or any major remodeling project with a total cost of \$200,000.00 or more			
Owner Name:		The Enclaves	
Email:		Lot #:	
Home Phone #:		Cell #:	
Property Location ...		Owner Mailing Address ... (if different than the property location)	
Address:		Address:	
City/State/Zip:		City/State/Zip:	
Architect's Name:		Contractor's Name:	
Company:		Company:	
E-mail:		Email:	
Cell #:		Cell #:	
SUBMITTAL REQUIREMENTS: ✓ Submittal Documents Required:			
Completed Application Form (This Form)		Aerial Photo of Site (11"x17" – County, City or Google Earth)	
Non-refundable Review Fee (\$2,500)		Photos of Existing Conditions	
Construction Plans: (1) Full Size Paper Copy*		Written Scope of Work	
Construction Plans: (1) 1"x17" PDF Copy*		Refundable Construction Deposit (See below)	
* See attached Submittal Requirements Checklist. For questions click this link to ARC's Architectural Standards & Procedures, atmshoa.com. For specific submittal requirement questions contact Amy Telnes at amy@atmshoa.com or (928) 505-1120.			
OTHER REQUIREMENTS & INFORMATION: <ol style="list-style-type: none"> The submittal package must be received A MINIMUM OF 5 business days before a scheduled ARC meeting. Incomplete submittals will require additional review time. REFUNDABLE SECURITY DEPOSITS: <ul style="list-style-type: none"> On New Home Construction (New Builds or Rebuilds), a \$15,000.00 refundable security deposit is due. On Major Remodeling or Additions / Expansions, a \$7,500.00 refundable security deposit is due. ALL CHECKS ARE TO BE MADE PAYABLE TO: THE ENCLAVES HOA. ADDITIONAL FEES MAY APPLY IF RE-SUBMITTALS ARE REQUIRED AFTER THREE REVIEWS. Submit all the required documents to: Amy Telnes at Amy Telnes Management Services, 500 N Lake Havasu Ave. Ste. A104 Lake Havasu City, AZ 86403 			
OWNER AFFIDAVIT: I understand and agree that: <ul style="list-style-type: none"> No work may begin until I receive written approval from The Enclaves Development (TED) Architectural Review Committee (ARC). ARC may stop work on my construction project, which could include denying my contractor and construction personnel access to the community, if: <ol style="list-style-type: none"> I start work prior to receiving written approval for work being performed, I make unauthorized changes to approved plans, or I otherwise violate ARC's governing documents relating to my construction project. I am fully responsible for any additional costs or delays arising from such a work stoppage and I assume liability for any damage to TED and other Owner's property or personal injury that occurs due to the work requested. I understand that starting work without approval or other violations also may subject me to significant fines. TED, its ARC, and their representatives have the right to come onto my Lot for the purpose of inspecting my construction project upon providing me at least 12 hours' notice via telephone or in writing (including e-mail), and the persons performing such inspections shall not be liable for trespass. If TED incurs additional costs due to my violation of the TED Architectural Standards or any other governing document of TED in relation to my construction project, then I will be fully responsible for reimbursing TED for the costs incurred and failure to pay such costs can result in a lien against my Lot for the amount of such costs. It is my responsibility to contact the Property Manager for my specific sub association to request a copy of their Construction Guidelines. It is my responsibility to complete all required documentation and return it to the Property Manager prior to construction start. ARC's written approvals expire six (6) months after date of issuance; work must commence prior to expiration.			
Owner Name (print)		Date:	
Owner Signature*: <i>*Note: Owner must sign form</i>		PLEASE KEEP A COPY OF YOUR SUBMITTAL	

THE ENCLAVES DEVELOPMENT ARCHITECTURAL REVIEW

Application Submittal Requirements

Refer to Section 5.0 of the TED Standards & Procedures for more information.

✓	Required Document:	Prelim.	Final	Comments:
	Written Scope of Work	Yes		
	Grading & Drainage Plan	Yes	Yes	Prepared by an AZ licensed Civil Engineer
	Lot Survey	Yes	Yes	Lot lines, easements, topography, etc.
	Architectural Site Plan	Yes	Yes	Home, walls, hardscape, existing vegetation.
	Floor Plan	Yes	Yes	
	Roof Plan	Yes	Yes	Overlaid on topography w/ ridge and parapet elevations identified.
	Elevations	Yes	Yes	
	Building Cross Sections	Yes	Yes	With existing and proposed topography.
	Mechanical and Electrical Plans		Yes	
	Framing and Structural Plans		Yes	
	Construction Details		Yes	
	Color and Materials 'Board'	Yes	Yes	Paint color*, roof material, window package, garage doors, trim, exterior light fixtures, etc.
	NAOS Site Plan		Yes	
	Landscape Plan		Yes	
	Construction Site Plan		Yes	Show construction fence, porta-john and dumpster locations.
	Construction Schedule		Yes	
	Construction Deposit		Yes	See Form

* From TED/ ARC Approved Color Palette

THE ENCLAVES DEVELOPMENT ARCHITECTURAL REVIEW

Form 2

MAJOR EXTERIOR ARCHITECTURAL CHANGES OR ADDITION PROJECTS: Projects with a total cost of more than \$25,000.00 but less than \$200,000.00 and that change the exterior appearance of the home or property.			
Owner Name:		Sub Association:	
Email:		Home Phone #: Cell #:	
Property Location ...		Owner Mailing Address ... (If different than the property location)	
Address:		Address:	
City/State/Zip:		City/State/Zip:	
Architect's Name:		Contractor's Name:	
Company:		Company:	
E-mail: Cell #:		Email: Cell #:	
SUBMITTAL REQUIREMENTS:			
√ Submittal Documents Required:			
Completed Application Form (This Form)		Aerial Photo of Site (11"x17" – County, City or Google Earth)	
Non-refundable Review Fee (\$2,250)		Photos of Existing Conditions	
Refundable Construction Deposit (\$7,500)		Construction Plans: (1) Full Size Paper Copy*	
Written Scope of Work		Construction Plans: (1) 1"x17" PDF Copy*	
* See attached Submittal Requirements Checklist.			
For questions click this link to ARC's Architectural Standards & Procedures, atmshoa.com . For specific submittal requirement questions contact Amy Telnes at amy@atmshoa.com or (928) 505-1120.			
OTHER REQUIREMENTS & INFORMATION:			
<ol style="list-style-type: none"> The submittal package must be received A MINIMUM OF 5 business days before a scheduled ARC meeting. Incomplete submittals will require additional review time. ALL CHECKS ARE TO BE MADE PAYABLE TO: THE ENCLAVES DEVELOPMENT. ADDITIONAL FEES MAY APPLY IF RE-SUBMITTALS ARE REQUIRED AFTER THREE REVIEWS. Submit all the required documents to: Amy Telnes at Amy Telnes Management Services, 500 N Lake Havasu Ave. Ste. A104 Lake Havasu City, AZ 86403 			
OWNER AFFIDAVIT: I understand and agree that:			
<ul style="list-style-type: none"> I certify that the total cost of the project is less than \$200,000.00 and more than \$25,000.00. No work may begin until I receive written approval from The Enclaves Development (TED) Architectural Review Committee (ARC). ARC may stop work on my construction project, which could include denying my contractor and construction personnel access to the community, if: <ol style="list-style-type: none"> I start work prior to receiving written approval for work being performed, I make unauthorized changes to approved plans, or I otherwise violate TED's governing documents relating to my construction project. I am fully responsible for any additional costs or delays arising from such a work stoppage and I assume liability for any damage to TED and other Owner's property or personal injury that occurs due to the work requested. I understand that starting work without approval or other violations also may subject me to significant fines. TED, its ARC, and their representatives have the right to come onto my Lot for the purpose of inspecting my construction project upon providing me at least 12 hours' notice via telephone or in writing (including e-mail), and the persons performing such inspections shall not be liable for trespass. If TED incurs additional costs due to my violation of the TED Architectural Standards or any other governing document of TED in relation to my construction project, then I will be fully responsible for reimbursing TED for the costs incurred and failure to pay such costs can result in a lien against my Lot for the amount of such costs. It is my responsibility to contact the Property Manager for my specific sub association to request a copy of their Construction Guidelines. It is my responsibility to complete all required documentation and return it to the Property Manager prior to construction start. 			
ARC's written approvals expire six (6) months after date of issuance; work must commence prior to expiration.			
Owner Name (print):		Date:	
Owner Signature*:		PLEASE KEEP A COPY OF YOUR SUBMITTAL	

*Note: Owner must sign form

THE ENCLAVES DEVELOPMENT ARCHITECTURAL REVIEW

Application Submittal Requirements

Refer to Section 5.0 of the TVA Standards & Procedures for more information.

(Note: Some items may not be necessary based on the scope of remodel.)

✓	Required Document:	Prelim.	Final	Comments:
	Written Scope of Work	Yes		
	Grading & Drainage Plan	Yes	Yes	Prepared by an AZ licensed Civil Engineer
	Lot Survey	Yes	Yes	Lot lines, easements, topography, etc.
	Architectural Site Plan	Yes	Yes	Home, walls, hardscape, existing vegetation.
	Floor Plan	Yes	Yes	
	Roof Plan	Yes	Yes	Overlaid on topography w/ ridge and parapet elevations identified.
	Elevations	Yes	Yes	
	Building Cross Sections	Yes	Yes	With existing and proposed topography.
	Mechanical and Electrical Plans		Yes	
	Framing and Structural Plans		Yes	
	Construction Details		Yes	
	Color and Materials 'Board'	Yes	Yes	Paint color*, roof material, window package, garage doors, trim, exterior light fixtures, etc.
	NAOS Site Plan		Yes	
	Landscape Plan		Yes	
	Construction Site Plan		Yes	Show construction fence, porta-john and dumpster locations.
	Construction Schedule		Yes	
	Construction Deposit		Yes	See Form

* From TED/ ARC Approved Color Palette

THE ENCLAVES DEVELOPMENT ARCHITECTURAL REVIEW

FORM 3

MID-SIZED EXTERIOR ARCHITECTURAL CHANGES: *Projects with a total cost of less than \$25,000.00 but more than \$5,000.00 and that change the exterior appearance of the home or property.*

Owner Name: _____	Sub Association: _____	Lot #: _____
Email: _____	Home Phone #: _____	Cell #: _____
Property Location ...		Owner Mailing Address ... (If different than the property location)
Address: _____		Address: _____
City/State/Zip: _____		City/State/Zip: _____
Architect's Name: _____		Contractor's Name: _____
Company: _____		Company: _____
E-mail: _____	Cell #: _____	Email: _____

SUBMITTAL REQUIREMENTS:

✓ Submittal Documents Required:

<input type="checkbox"/> Completed Application Form (This Form)	<input type="checkbox"/> Aerial Photo of Site (11"x17" – County, City or Google Earth)
<input type="checkbox"/> Non-refundable Review Fee (\$500)	<input type="checkbox"/> Photos of Existing Conditions
<input type="checkbox"/> Construction Plans: (1) Full Size Paper Copy*	<input type="checkbox"/> Written Scope of Work
<input type="checkbox"/> Construction Plans: (1) 1"x17" PDF Copy*	

* See attached Submittal Requirements Checklist.

For questions click this link to ARC's Architectural Standards & Procedures, atmshoa.com. For specific submittal requirement questions contact Amy Telnes at amy@atmshoa.com or (928) 505-1120.

OTHER REQUIREMENTS & INFORMATION:

1. The submittal package must be received A MINIMUM OF 5 business days before a scheduled ARC meeting. Incomplete submittals will require additional review time.
2. ALL CHECKS ARE TO BE MADE PAYABLE TO: THE ENCLAVES HOA.
3. ADDITIONAL FEES MAY APPLY IF RE-SUBMITTALS ARE REQUIRED AFTER THREE REVIEWS.
4. Submit all the required documents to: Amy Telnes at Amy Telnes Management Services, 500 N Lake Havasu Ave. Ste. A104 Lake Havasu City, AZ 86403

OWNER'S AFFIDAVIT:

I understand and agree that:

- I certify that the total cost of the project is less than \$25,000.00 and more than \$5,000.00.
- No work may begin until I receive written approval from The Enclaves Development (TED) Architectural Review Committee (ARC). ARC may stop work on my construction project, which could include denying my contractor and construction personnel access to the community, if:
 - a) I start work prior to receiving written approval for work being performed,
 - b) I make unauthorized changes to approved plans, or
 - c) I otherwise violate ARC's governing documents relating to my construction project.
- I am fully responsible for any additional costs or delays arising from such a work stoppage and I assume liability for any damage to TED and other Owner's property or personal injury that occurs due to the work requested. I understand that starting work without approval or other violations also may subject me to significant fines.
- TED, its ARC, and their representatives have the right to come onto my Lot for the purpose of inspecting my construction project upon providing me at least 12 hours' notice via telephone or in writing (including e-mail), and the persons performing such inspections shall not be liable for trespass.
- If TED incurs additional costs due to my violation of the TED Architectural Standards or any other governing document of TED in relation to my construction project, then I will be fully responsible for reimbursing TED for the costs incurred and failure to pay such costs can result in a lien against my Lot for the amount of such costs.
- It is my responsibility to contact the Property Manager for my specific sub association to request a copy of their Construction Guidelines. It is my responsibility to complete all required documentation and return it to the Property Manager prior to construction start.

ARC's written approvals expire six (6) months after date of issuance; work must commence prior to expiration.

Owner Name (print): _____	Date: _____
Owner Signature*: _____	PLEASE KEEP A COPY OF YOUR SUBMITTAL

**Note: Owner must sign form*

THE ENCLAVES DEVELOPMENT ARCHITECTURAL REVIEW

Application Submittal Requirements

Refer to Section 5.0 of the TED/ ARC Standards & Procedures for more information. (Note: Some items may not be necessary based on the scope of remodel.)

✓	Required Document:	Comments:
	Written Scope of Work	
	Grading & Drainage Plan	Prepared by an AZ licensed Civil Engineer
	Lot Survey	Lot lines, easements, topography, etc.
	Architectural Site Plan	Home, walls, hardscape, existing vegetation.
	Floor Plan	
	Roof Plan	Overlaid on topography w/ ridge and parapet elevations identified.
	Elevations	
	Building Cross Sections	With existing and proposed topography.
	Mechanical and Electrical Plans	
	Framing and Structural Plans	
	Construction Details	
	Color and Materials 'Board'	Paint color*, roof material, window package, garage doors, trim, exterior light fixtures, etc.
	NAOS Site Plan	
	Landscape Plan	
	Construction Site Plan	Show construction fence, porta-john and dumpster locations.
	Construction Schedule	
	Construction Deposit	See Form

* From TED / ARC Approved Color Palette

THE ENCLAVES DEVELOPMENT ARCHITECTURAL REVIEW REQUEST – FORM 4

SMALL EXTERIOR CHANGES: Architectural or landscape projects with a total cost of less than \$5,000.00 and that change the exterior appearance of the home or property.

Owner Name:		Sub Association:		Lot #:	
Email:		Home Phone #:		Cell #:	
Property Location ...	Owner Mailing Address ... (If different than the property location)				
Address:	Address:				
City/State/Zip:	City/State/Zip:				
Architect's Name:	Contractor's Name:				
Company:	Company:				
E-mail:		Cell #:		Email:	

SUBMITTAL REQUIREMENTS:

√ Submittal Documents Required:

<input type="checkbox"/>	Completed Application Form (This Form)	<input type="checkbox"/>	Aerial Photo of Site (11"x17" – County, City or Google Earth)
<input type="checkbox"/>	Non-refundable Review Fee (\$250)	<input type="checkbox"/>	Photos of Existing Conditions
<input type="checkbox"/>	Written Scope of Work/Project Description	<input type="checkbox"/>	Colors and Materials Information / Product Samples
<input type="checkbox"/>	Construction Schedule	<input type="checkbox"/>	Construction Plans: (1) Full Size Paper Copy
<input type="checkbox"/>	Floor Plans / Site Plans / Landscape Plans	<input type="checkbox"/>	Construction Plans: (1) 11"x17" PDF Copy
<input type="checkbox"/>	Exterior Elevations	<input type="checkbox"/>	Additional Descriptive Plans or Documents

For questions click this link to ARC's Architectural Standards & Procedures, atmshoa.com. For specific submittal requirement questions contact Amy Telnes at amy@atmshoa.com or (928) 505-1120.

OTHER REQUIREMENTS & INFORMATION:

1. ALL CHECKS ARE TO BE MADE PAYABLE TO: THE ENCLAVES HOA.
2. ADDITIONAL FEES MAY APPLY IF RE-SUBMITTALS ARE REQUIRED AFTER THREE REVIEWS.
3. Submit all the required documents to: Amy Telnes at Amy Telnes Management Services, 500 N LAKE HAVASU AVE. STE. A104 Lake Havasu City, AZ 86403

OWNER AFFIDAVIT:

I understand and agree that:

- I certify that the total cost of the project is less than \$5,000.00.
- No work may begin until I receive written approval from The Enclaves Development (TED) Architectural Review Committee (ARC). ARC may stop work on my construction project, which could include denying my contractor and construction personnel access to the community, if:
 - a) I start work prior to receiving written approval for work being performed,
 - b) I make unauthorized changes to approved plans, or
 - c) I otherwise violate ARC's governing documents relating to my construction project.
- I am fully responsible for any additional costs or delays arising from such a work stoppage and I assume liability for any damage to TED and other Owner's property or personal injury that occurs due to the work requested. I understand that starting work without approval or other violations also may subject me to significant fines.
- TED, its ARC, and their representatives have the right to come onto my Lot for the purpose of inspecting my construction project upon providing me at least 12 hours' notice via telephone or in writing (including e-mail), and the persons performing such inspections shall not be liable for trespass.
- If TED incurs additional costs due to my violation of the TED Architectural Standards or any other governing document of TED in relation to my construction project, then I will be fully responsible for reimbursing TED for the costs incurred and failure to pay such costs can result in a lien against my Lot for the amount of such costs.
- It is my responsibility to contact the Property Manager for my specific sub association to request a copy of their Construction Guidelines. It is my responsibility to complete all required documentation and return it to the Property Manager prior to construction start.

ARC's written approvals expire six (6) months after date of issuance; work must commence prior to expiration.

Owner Name (print):		Date:	
Owner Signature*:	PLEASE KEEP A COPY OF YOUR SUBMITTAL		

**Note: Owner must sign form*

THE ENCLAVES ARCHITECTURAL REVIEW REQUEST – FORM 5A

EXTERIOR PAINTING - This is an (check one):

☒ EXISTING COLOR

☐ NEW COLOR (From The Enclaves Development Association Approved Color Palette)

Owner Name: _____	Sub Association: _____	Lot #: _____
Email: _____	Home Phone #: _____	Cell #: _____
Property Location ...		Owner Mailing Address ... (If different than the property location)
Address: _____		Address: _____
City/State/Zip: _____		City/State/Zip: _____
Architect's Name: _____		Contractor's Name: _____
Company: _____		Company: _____
E-mail: _____	Cell #: _____	Email: _____
		Cell #: _____

SUBMITTAL REQUIREMENTS:

Provide color names & numbers below:

Body Paint Number	Trim Paint Name	Accent Paint Name
_____	_____	_____
Body Paint Number	Trim Paint Number	Accent Paint Number
_____	_____	_____

For questions click this link to ARC's Architectural Standards & Procedures, atmshoa.com. For specific submittal requirement questions contact Amy Telnes at amy@atmshoa.com or (928) 505-1120.

REVIEW FEE (NONREFUNDABLE) AND ALL SUBMITTAL REQUIREMENTS:

1. Submit this form with the required information listed above and your check.
2. **ALL CHECKS ARE TO BE MADE PAYABLE TO: THE ENCLAVES HOA.**
3. **ADDITIONAL FEES MAY APPLY IF RE-SUBMITTALS ARE REQUIRED AFTER THREE REVIEWS.**
4. Submit all the required documents to: Amy Telnes at Amy Telnes Management Services, 500 N Lake Havasu Ave. Ste. A104. Lake Havasu City, AZ 86403

OWNER AFFIDAVIT:

I understand and agree that:

- **No work may begin until I receive written approval** from The Enclaves Development (TED) Architectural Review Committee (ARC). ARC may stop work on my construction project, which could include denying my contractor and construction personnel access to the community, if:
 - a) I start work prior to receiving written approval for work being performed,
 - b) I make unauthorized changes to approved plans, or
 - c) I otherwise violate ARC's governing documents relating to my construction project.
- I am fully responsible for any additional costs or delays arising from such a work stoppage and I assume liability for any damage to TED and other Owner's property or personal injury that occurs due to the work requested. I understand that starting work without approval or other violations also may subject me to significant fines.
- TED, its ARC, and their representatives have the right to come onto my Lot for the purpose of inspecting my construction project upon providing me at least 12 hours' notice via telephone or in writing (including e-mail), and the persons performing such inspections shall not be liable for trespass.
- If TED incurs additional costs due to my violation of the TED Architectural Standards or any other governing document of TED in relation to my construction project, then I will be fully responsible for reimbursing TED for the costs incurred and failure to pay such costs can result in a lien against my Lot for the amount of such costs.
- It is my responsibility to contact the Property Manager for my specific sub association to request a copy of their Construction Guidelines. It is my responsibility to complete all required documentation and return it to the Property Manager prior to construction start.
- **ARC's written approvals expire six (6) months after date of issuance; work must commence prior to expiration.**

Owner Name (print): _____	Date: _____
Owner Signature*: _____	PLEASE KEEP A COPY OF YOUR SUBMITTAL

**Owner must sign form*

THE ENCLAVES DEVELOPMENT ARCHITECTURAL REVIEW REQUEST – FORM 5B

FLAT ROOF RESURFACING: All Renovations or Resurfacing of Flat Roofs			
Owner Name:		Sub Association:	Lot #:
Email:		Home Phone #:	Cell #:
Property Location ...		Owner Mailing Address ... (If different than the property location)	
Address:		Address:	
City/State/Zip:		City/State/Zip:	
Architect's Name:		Contractor's Name:	
Company:		Company:	
E-mail:		Email:	
Cell #:		Cell #:	

SUBMITTAL REQUIREMENTS:

Attach color chip of top coat color for approval. Note: **WHITE ROOFS ARE NOT PERMITTED IN THE ENCLAVES.** Provide color name & number of the chip.

For questions click this link to ARC's Architectural Standards & Procedures, atmshoa.com. For specific submittal requirement questions contact Amy Telnes at amy@atmshoa.com or (928) 505-1120.

REVIEW FEE (NONREFUNDABLE) AND ALL SUBMITTAL REQUIREMENTS:

1. Submit this form with the required information listed above and your check for the **NONREFUNDABLE REVIEW FEE of \$165.00** to: Amy Telnes at Amy Telnes Management Services, 500 N Lake Havasu Ave. Ste. A104 Lake Havasu City, AZ 86403
 2. **Your check is to be made payable to: THE ENCLAVES HOA.**
- Please provide a PDF copy of this completed application form via email to:

OWNER AFFIDAVIT:

I understand and agree that:

- **No work may begin until I receive written approval** from The Enclaves Development (TED) Architectural Review Committee (ARC). ARC may stop work on my construction project, which could include denying my contractor and construction personnel access to the community, if:
 - a) I start work prior to receiving written approval for work being performed,
 - b) I make unauthorized changes to approved plans, or
 - c) I otherwise violate ARC's governing documents relating to my construction project.
- I am fully responsible for any additional costs or delays arising from such a work stoppage and I assume liability for any damage to TED and other Owner's property or personal injury that occurs due to the work requested. I understand that starting work without approval or other violations also may subject me to significant fines.
- TED, its ARC, and their representatives have the right to come onto my Lot for the purpose of inspecting my construction project upon providing me at least 12 hours' notice via telephone or in writing (including e-mail), and the persons performing such inspections shall not be liable for trespass.
- If TED incurs additional costs due to my violation of the TED Architectural Standards or any other governing document of TED in relation to my construction project, then I will be fully responsible for reimbursing TED for the costs incurred and failure to pay such costs can result in a lien against my Lot for the amount of such costs.
- It is my responsibility to contact the Property Manager for my specific sub association to request a copy of their Construction Guidelines. It is my responsibility to complete all required documentation and return it to the Property Manager prior to construction start.

ARC's written approvals expire six (6) months after date of issuance; work must commence prior to expiration.

Owner Name (print):	Date:
Owner Signature*:	PLEASE KEEP A COPY OF YOUR SUBMITTAL

**Owner must sign form*

THE ENCLAVES DEVELOPMENT ARCHITECTURAL REVIEW REQUEST – FORM 6

MAJOR LANDSCAPE RENOVATION AND LANDSCAPE LIGHTING RENOVATION:

Landscape: Projects that cost more than \$5,000.00 and that change the exterior landscape appearance.

Lighting: All lighting projects that change the exterior appearance of the house and/or property.

Owner Name:	Sub Association:	Lot #:
Email:	Home Phone #:	Cell #:
Property Location ...	Owner Mailing Address ... (If different than the property location)	
Address:	Address:	
City/State/Zip:	City/State/Zip:	
Architect's Name:	Contractor's Name:	
Company:	Company:	
E-mail:	Cell #:	Email: Cell #:

SUBMITTAL REQUIREMENTS:

✓ Submittal Documents Required:

Completed Application Form (This Form)	Aerial Photo of Site (11"x17" – County, City or Google Earth)
Non-refundable Review Fee (\$650)	Photos of Existing Conditions
Written Scope of Work/Project Description	Colors and Materials Information / Product Samples
Construction Schedule	Landscape Plans w/ Plant & Materials List
Construction Plans: (1) Full Size Paper Copy	-Show all existing and proposed NAOS, buildings, hardscape,
Construction Plans: (1) 11"x17" PDF Copy	plants, water features, lighting, and other landscape materials.

NATURAL AREA (NA):

Portions of your property that are designated as NA are regulated by The Enclaves Development. Limited work can be conducted in NA areas to: trim live vegetation, remove dead vegetation, remove debris, remove parasitic plant growth, remove invasive plants, or add native plants to enhance the NA area.

For questions click this link to ARC's Architectural Standards & Procedures, atmshoa.com. For specific submittal requirement questions contact Amy Telnes at amy@atmshoa.com or (928) 505-1120.

OTHER REQUIREMENTS & INFORMATION:

1. The submittal package must be received A MINIMUM OF 5 business days before a scheduled ARC meeting.
Incomplete submittals will require additional review time.
2. ALL CHECKS ARE TO BE MADE PAYABLE TO: THE ENCLAVES DEVELOPMENT.
3. ADDITIONAL FEES MAY APPLY IF RE-SUBMITTALS ARE REQUIRED AFTER THREE REVIEWS.
4. Submit all the required documents to: Amy Telnes at Amy Telnes Management Services, 500 N Lake Havasu Ave. Ste A104 Lake Havasu City, AZ 86403

OWNER AFFIDAVIT:

I understand and agree that:

- No work may begin until I receive written approval from The Enclaves Development (TED) Architectural Review Committee (ARC). ARC may stop work on my construction project, which could include denying my contractor and construction personnel access to the community, if:
 - a) I start work prior to receiving written approval for work being performed,
 - b) I make unauthorized changes to approved plans, or
 - c) I otherwise violate TVA's governing documents relating to my construction project.
- I am fully responsible for any additional costs or delays arising from such a work stoppage and I assume liability for any damage to TED and other Owner's property or personal injury that occurs due to the work requested. I understand that starting work without approval or other violations also may subject me to significant fines.
- TED, its ARC, and their representatives have the right to come onto my Lot for the purpose of inspecting my construction project upon providing me at least 12 hours' notice via telephone or in writing (including e-mail), and the persons performing such inspections shall not be liable for trespass.
- If TED incurs additional costs due to my violation of the TED Architectural Standards or any other governing document of TED in relation to my construction project, then I will be fully responsible for reimbursing TED for the costs incurred and failure to pay such costs can result in a lien against my Lot for the amount of such costs.
- It is my responsibility to contact the Property Manager for my specific sub association to request a copy of their Construction Guidelines. It is my responsibility to complete all required documentation and return it to the Property Manager prior to construction start.

ARC's written approvals expire six (6) months after date of issuance: work must commence prior to expiration.

Owner Name (print):	Date:
Owner Signature*:	PLEASE KEEP A COPY OF YOUR SUBMITTAL

**Note: Owner must sign form*

THE ENCLAVES DEVELOPMENT ARCHITECTURAL REVIEW REQUEST – FORM 7

SOLAR ENERGY DEVICES: Projects for solar energy device installations such as photovoltaic panels, solar collectors, heat exchangers and related storage systems.

Owner Name: _____	Sub Association: _____	Lot #: _____
Email: _____	Home Phone #: _____	Cell #: _____
Property Location ...	Owner Mailing Address ... (If different than the property location)	
Address: _____	Address: _____	
City/State/Zip: _____	City/State/Zip: _____	
Architect's Name: _____	Contractor's Name: _____	
Company: _____	Company: _____	
E-mail: _____ Cell #: _____	Email: _____ Cell #: _____	

SUBMITTAL REQUIREMENTS:

√ Submittal Documents Required:

<input type="checkbox"/> Completed Application Form (This Form)	<input type="checkbox"/> Aerial Photo of Site (11"x17" – County, City or Google Earth)
<input type="checkbox"/> Written Scope of Work/Project Description	<input type="checkbox"/> Photos of Existing Conditions
<input type="checkbox"/> Construction Schedule	<input type="checkbox"/> Site Plan Showing Home on the Lot
<input type="checkbox"/> Construction Plans: (1) Full Size Paper Copy	<input type="checkbox"/> Roof Plan w/ Panel Locations and all Component Accessories
<input type="checkbox"/> Construction Plans: (1) 11"x17" PDF Copy	<input type="checkbox"/> Non- Refundable Review Fee (\$100)

For questions click this link to ARC's Architectural Standards & Procedures, atmshoa.com. For specific submittal requirement questions contact Amy Telnes at amy@atmshoa.com or (928) 505-1120

ALL SUBMITTAL REQUIREMENTS – NO REVIEW FEE REQUIRED:

1. Your submittal package should include this form and the required documents/items listed.
2. Submit all the required documents to: Amy Telnes at Amy Telnes Management Services, 500 N. Lake Havasu Ave. Ste. A104
Lake Havasu City, AZ 86403. amy@atmshoa.com

OWNER AFFIDAVIT:

I understand and agree that:

- No work may begin until I receive written approval from The Enclaves Development (TED) Architectural Review Committee (ARC). ARC may stop work on my construction project, which could include denying my contractor and construction personnel access to the community, if:
 - a) I start work prior to receiving written approval for work being performed,
 - b) I make unauthorized changes to approved plans, or
 - c) I otherwise violate TVA's governing documents relating to my construction project.
- I am fully responsible for any additional costs or delays arising from such a work stoppage and I assume liability for any damage to TED and other Owner's property or personal injury that occurs due to the work requested. I understand that starting work without approval or other violations also may subject me to significant fines.
- TED, its ARC, and their representatives have the right to come onto my Lot for the purpose of inspecting my construction project upon providing me at least 12 hours' notice via telephone or in writing (including e-mail), and the persons performing such inspections shall not be liable for trespass.
- If TED incurs additional costs due to my violation of the TED Architectural Standards or any other governing document of TED in relation to my construction project, then I will be fully responsible for reimbursing TED for the costs incurred and failure to pay such costs can result in a lien against my Lot for the amount of such costs.
- It is my responsibility to contact the Property Manager for my specific sub association to request a copy of their Construction Guidelines. It is my responsibility to complete all required documentation and return it to the Property Manager prior to construction start.
- ARC's written approvals expire six (6) months after date of issuance; work must commence prior to expiration.

Owner Name (print): _____	Date: _____
Owner Signature*: _____	PLEASE KEEP A COPY OF YOUR SUBMITTAL

**Note: Owner must sign form*

THE ENCLAVES DEVELOPMENT ARCHITECTURAL REVIEW REQUEST – FORM 8

SATELLITE DISH/ANTENNA: Projects for satellite dish or antenna installation governed by FCC guidelines do NOT require prior approval.

Note: For any dish or antenna not governed by FCC guidelines, **Form 4 must be filed.**

Owner Name: _____	Sub Association: _____	Lot #: _____
Email: _____	Home Phone #: _____	Cell #: _____
Property Location ...		Owner Mailing Address ... (if different than the property location)
Address: _____		Address: _____
City/State/Zip: _____		City/State/Zip: _____
Architect's Name: _____		Contractor's Name: _____
Company: _____		Company: _____
E-mail: _____	Cell #: _____	Cell #: _____

SUBMITTAL REQUIREMENTS:

Please complete the information below and submit this form to provide notice of your antenna or satellite dish's installation. For questions click this link to TVA's Architectural Standards & Procedures contact Amy Telnes at Amy Telnes Management Services, 500 N. Lake Havasu Ave. Ste A104 Lake Havasu City, AZ 86403 or at amy@atmshea.com or (928) 505-1120.

✓ Submittal Documents Required:

<input type="checkbox"/> Completed Application Form (This Form)	<input type="checkbox"/> Aerial Photo of Site (11"x17" – County, City or Google Earth)
<input type="checkbox"/> Non-refundable Application Review Fee (\$75)	<input type="checkbox"/> Photos of Proposed Location

Type of Antenna or Satellite Dish:	_____
Company that Performed Installation:	_____
Identify Installation Location:	_____
Date Installation Performed:	_____
Method of Installation:	_____
Is a mast necessary for reception: If so, how tall is it?	_____

OTHER REQUIREMENTS & INFORMATION:

1. **ALL CHECKS ARE TO BE MADE PAYABLE TO: ENCLAVES HOA**
2. Submit all the required documents to: Amy Telnes at Amy Telnes Management Services, 2563 Kiowa Blvd N. Lake Havasu City, AZ 86403.

OWNER AFFIDAVIT:

I understand and agree that:

- I will comply with all the Association's rules for installing, maintaining, and using antennas and satellite dishes.
- I am fully responsible for any additional costs or delays arising from such a work stoppage and I assume liability for any damage to TED and other Owner's property or personal injury that occurs due to the work requested. I understand that starting work without approval or other violations also may subject me to significant fines.
- TED, its ARC, and their representatives have the right to come onto my Lot for the purpose of inspecting my construction project upon providing me at least 12 hours' notice via telephone or in writing (including e-mail), and the persons performing such inspections shall not be liable for trespass.
- If TED incurs additional costs due to my violation of the TED Architectural Standards or any other governing document of TED in relation to my construction project, then I will be fully responsible for reimbursing TED for the costs incurred and failure to pay such costs can result in a lien against my Lot for the amount of such costs.

ARC's written approvals expire six (6) months after date of issuance; work must commence prior to expiration.

Owner Name (print): _____	Date: _____
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Owner Signature*: _____

PLEASE KEEP A COPY OF YOUR SUBMITTAL

**Note: Owner must sign form*

THE ENCLAVES ARCHITECTURAL REVIEW REQUEST – FORM 9

TEMPORARY DUMPSTERS PLACED ON LOTS			
Owner Name: _____	Sub Association: _____		Lot #: _____
Email: _____	Home Phone #: _____	Cell #: _____	
Property Location ... Address: _____ City/State/Zip: _____		Owner Mailing Address ... (If different than the property location) Address: _____ City/State/Zip: _____	
Architect's Name: _____ Company: _____ E-mail: _____ Cell #: _____		Contractor's Name: _____ Company: _____ Email: _____ Cell #: _____	

SUBMITTAL REQUIREMENTS:

Dumpsters when needed for any changes being made on the exterior, interior or landscaping are required to be placed on the owner's lot. Dumpsters are NOT permitted to be placed in the road at any time. Dumpster placement should be in the least intrusive area of the lot as possible.

Temporary dumpsters are limited to a timeframe of 60 days. Once approved and if the dumpster is needed longer than 60 days, please contact Amy Telnes @ amy@atmshoa.com for an extension on that approval. No trash is permitted to be visible over the top of the dumpster or permitted to blow out of the dumpster at any time. Full dumpsters must be emptied immediately.

Dumpsters should be of a neutral color including tan, dark green, brown, etc. We discourage bright colors such as blue and/or pink.

SUBMITTAL REQUIREMENTS:

1. Please provide the following information:
 - a. Dates dumpster will be located on lot: _____
 - b. Location of dumpster (attach drawing showing location if other than on driveway): _____
 - c. Color of dumpster: _____
2. Submit this form and the information required above to:

Amy Telnes
500 N. Lake Havasu Ave. Ste. A104 Lake Havasu City, AZ 86403
or, amy@atmshoa.com

OWNER AFFIDAVIT:

I understand and agree that:

- No dumpster may be placed until I receive written approval from Architectural Review Committee (ARC).
- If exterior work or changes are occurring, a separate submittal must be made for such work and approved prior to any work commencing.
- If The Enclaves (ARC) incurs additional costs due to my violation of the ARC Architectural Standards @ Procedures or any other governing document of ARC in relation to construction projects or dumpster placement, then I will be fully responsible for reimbursing ARC for the costs incurred. Failure to pay such costs can result in a lien against my Lot in the amount of such costs.
- It is my responsibility to contact the Property Manager for my specific sub association to request a copy of their Construction Guidelines and/or rules. It is my responsibility to complete all required documentation and return it to the Property Manager prior to construction start.

TVA's written approvals expire six (6) months after date of issuance; dumpster must be removed prior to expiration.

Owner Name (print): _____	Date: _____
Owner Signature*: _____	PLEASE KEEP A COPY OF YOUR SUBMITTAL

**Owner must sign form*

FOR ARC USE ONLY

Reviewed By (Print Name): _____			Date: _____
Signature: _____			
Your Request Is:	<input type="checkbox"/> APPROVED AS SUBMITTED	<input type="checkbox"/> APPROVED AS NOTED	<input type="checkbox"/> NOT APPROVED
Returned to Owner:	<input type="checkbox"/> E-MAIL	<input type="checkbox"/> MAIL	<input type="checkbox"/> FAX
			DATE: _____