

ID No. \_\_\_\_\_

# TROON RIDGE COMMUNITY ASSOCIATION (TRCA)

c/o City Property Management

4645 E. Cotton Gin Loop

Phoenix, AZ 85040

p: 602-437-4777

[www.troonridge.net](http://www.troonridge.net)

## ROOF WORK REQUEST (REPAIR, UPDATE, or REPLACEMENT)

The Troon Ridge Covenants, Conditions & Restrictions (CC&Rs) require that an owner obtain prior written approval from the TRCA Architectural Committee for **any** exterior alteration.

**Please Note: ALL PROJECTS INVOLVING REMOVAL OF ANY ROOF TILE MUST PLAN FOR REPLACEMENT OF BROKEN OR UNUSABLE TILE. See page 2 of this form for additional guidance** regarding roof projects and form completion requirements. The TRCA Architecture Committee is unable to review incomplete requests; incomplete Architectural Request Forms will be denied due to insufficient information.

**By signing and submitting this form you are declaring that you have researched and are complying with:** TRCA's established DR&P regulations and guidelines. Your manual or digital signature also certifies that the proposed exterior change(s) will meet the requirements set forth in the regulations and guidelines; that you acknowledge that Committee approval does not itself constitute compliance with applicable municipal or county regulations or permits; and that you will be required to remove any improvement(s) that does not comply with such regulations or permits, regardless of whether your request has been approved by the Committee.

NAME \_\_\_\_\_ LOT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NO. \_\_\_\_\_ EMAIL \_\_\_\_\_

DESERT CREST \_\_\_\_\_ DORADO \_\_\_\_\_ SAGUARO CANYON \_\_\_\_\_ ESTATES \_\_\_\_\_

**Brief description of proposed scope of work** - Attach additional diagrams and pages as needed:

**Proposed replacement tile information** - Include manufacturer name, style, model, and color. Provide photos or samples of existing and proposed tiles to enable Committee confirmation of adequate match:

**Work to be performed by** (include name, contact information, and AZ ROC #:

Please complete and submit this form via <https://homeowners.cityproperty.com> or you may scan and email it to [arch@cityproperty.com](mailto:arch@cityproperty.com) or mail it to Troon Ridge Community Association, c/o City Property Management (4645 E. Cotton Gin Loop, Phoenix, AZ 85040). Once you have received approval, you are then free to proceed with your project as described.

**I HAVE READ AND UNDERSTAND THE REQUIREMENTS AND CERTIFY THAT ALL INFORMATION SUPPLIED HERE IS CORRECT.**

HOMEOWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Request Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

## **ARCHITECTURAL REQUESTS FOR ROOF WORK**

### **USE THIS FORM FOR ALL PROPOSED ROOF WORK, INCLUDING REPAIRS, REPLACEMENT OF UNDERLAYMENT, OR REPLACEMENT OF PART OR ALL OF THE ROOF**

To be considered as complete, and to be accepted for review by the TRCA Architecture Committee, Architectural Request Forms must be signed & dated by the Homeowner. The TRCA Architecture Committee is unable to review incomplete requests; incomplete Architectural Request forms will be denied due to insufficient information.

#### **❖ Many homeowners seek to re-use existing tile in connection with roof work:**

- Include in project description your roofer's assessment of any existing cracked, chipped, or broken tiles to be replaced.
- Even with care, removing existing tile results in some additional breakage, requiring new tiles to replace broken ones. Given the age of TRCA homes, the original style and color tile may no longer be available from the manufacturer. This requires careful planning in advance, both as to the selection of needed new tiles and the placement of those new tiles on the roof in such a way as to minimize the visual impact of any difference between old and new tiles.

#### **❖ ALL PROJECTS INVOLVING REMOVAL OF ANY ROOF TILE MUST PLAN FOR REPLACEMENT OF BROKEN OR UNUSABLE TILE.**

- Some of the original roof tiles used in Troon Ridge are no longer available, and matching existing tile can be difficult. It is the responsibility of the Homeowner to locate sources of matching tile. Your roofer can likely assist you; take an existing tile for matching.
- It is critical to find the closest match of style and color. The roof must appear uniform after work, avoiding a "patchwork" or "checkerboard" appearance on visible portions of the roof.
- Include in the project description your roofer's proposed plan for placement of anticipated replacement tiles.
- Architecture Committee approval of the proposed replacement tile is required; provide photos or samples of existing tile and proposed replacement tile for consideration.

#### **❖ If a full roof replacement is proposed:**

- Architecture Committee approval of the proposed tile is required; provide photos or samples of existing tile and proposed replacement tile for consideration to ensure style and color are consistent with TRCA's Design Requirements and Procedures and the neighborhood.

#### **❖ If the proposed project includes a dumpster or porta-pot to be placed in the driveway:**

- Note that in the description of proposed work and indicate the planned dates it will be present to support this project. If that time period changes, please submit a new Dumpster/Porta-Pot Request form.