

Architectural Committee (AC)

Step by Step Procedure for residents in VM6 to make changes to the front exterior of their homes.

Updated: 9/08/22

1) Approval is needed for changes to any of the following because of the guidelines of our CC&R's as well as the Historical Preservation (HP) designation given to Villa Monterey by the City of Scottsdale:

- a) Front exterior paint colors to house, trim, shutters, doors, driveways, and carports.
 - i) Includes screen and main exterior doors.

- b) Landscaping changes including:
 - i) Additions and removal of trees, shrubs, hardscape, pavers, etc.
 - ii) Excludes annuals and potted plants.

- c) New and replacement windows.
 - i) No exclusions.

- d) Second story patio/terrace.
 - i) Includes doors, windows, posts, flooring, and trim. No exclusions.

- e) Driveway, carports, entryways.
 - i) No exclusions.

If in doubt, contact anyone on the Architectural Committee (AC)!

ACC Member	Nancy Rominek			nrominek@gmail.com
ACC Member	Terry Steen-Schneider			terry.ss77577@gmail.com

Architectural Committee (AC)

Step by Step Procedure for residents in VM6

2) Here are your next steps:

- a) Complete Colony Monterey Unit 6, *Request for Approval of Architectural Change* Form.
 - i) Form may be obtained at <https://villamonterey6.godaddysites.com/architectural-committee> or [click](#) here for the link.
 - ii) If no internet or printer access, or for assistance completing the form, contact any member of the AC, previously listed.
- b) Submit two copies of completed form including all relevant back-up documents and materials including photos, drawings, color chips, samples of materials, etc. to:
 - i) Nancy Rominek, AC member, this can be scanned/emailed to her or placed/mailed to the HOA mail box.
 - ii) Allow 7-10 working days for AC to review and reply via e-mail, in person, or US Mail, with either signed approval to proceed or explaining what modifications are required to achieve approval. All three AC Committee Members and the VM6 HOA Board President must approve.
- c) Once *Request for Approval of Architectural Change* form is approved, Homeowner needs to complete and submit the *City of Scottsdale's Pre-Application Request* form along with the approved Villa Monterey 6 *Request for Approval of Architectural Change* form.
 - i) At any time in the process, homeowner can obtain the City of Scottsdale *Pre-Application Request Form* via download from the City of Scottsdale Historic Preservation Office or in person, addresses and links below, or

from Nancy Rominek, AC member. Homeowner may also complete this form on-line but must be able to upload all relevant documents as well.

City of Scottsdale *Pre-Application Request* Form may not be submitted to the city until the homeowner is in possession of the approved AC form.

**City of Scottsdale
One Stop Shop
7447 E. Indian School Rd. Suite 105
Scottsdale, AZ 85251
480-312-2500**

Hours: Mon-Tues, Thurs-Fri: 8AM-5PM; Wed 9AM-5PM

One Stop Shop Website:

<https://www.scottsdaleaz.gov/planning-development/one-stop-shop>

Pre-Application Request Website Page and on-line application:

<https://eservices.scottsdaleaz.gov/bldgresources/preapp/introduction>

Pre-Application Request Form:

<https://www.scottsdaleaz.gov/Assets/ScottsdaleAZ/Building/Pre-Application+Request.pdf#search=pre-application%20request%20form>

After the Pre-Application has been received and accepted by the City of Scottsdale, a staff member will contact you within five (5) Working Days to schedule a Pre-Application meeting with the assigned staff member(s). Generally, a Pre-Application meeting is scheduled within five (5) to fifteen (15) Staff Working Days from the date of the submittal.

- ii) Attend appointment with both forms, all materials used for HOA approval, and any additional ones the City Planner requires.

- iii) Approval Response time from the City of Scottsdale varies based on their workload at any given time. Ask your City Planner how long they think it will take for you to hear back from them.
- d) Once City of Scottsdale approves request, provide the AC with a copy of the approval before beginning work.

www.villamonterey6.com