

Hillcrest Bay Homeowners' Association
—ARCHITECTURAL REVIEW CHECKLIST/GUIDELINES—

Note: Hillcrest Bay association does not issue building permits, our review is only for compliance with the current CCR'S, the Property owner is responsible to obtain building permits from the local building department. Please contact La Paz County offices to obtain further information as to the requirements for new work/ construction requiring permits.

Address/Lot(s) # _____

Initials

General Project Review

	Current survey and a topographic map by a licensed surveyor of the property before any dirt is to be moved. (minor projects not encroaching into the setbacks/ easements may be excluded from this requirement)
	Meet with the Architectural Review Committee to determine lot elevation for fifteen (15') height restrictions. (see CCR'S for specific height points of references)
	<i>MUST BE CURRENT ON ALL ASSESSMENTS.</i>
	Water utility easement review
	Submit the HBI "Application for Project Approval" form to the Association before construction begins.
	Project Deposit
	Brief description of the proposed work.

Building Plans compliance review

	Construction Building Plans (same plans as will be submitted to the building department if applicable). The property owner is responsible for full compliance with local governing codes as it relates to obtaining building permits.
	Elevations depicting all exterior walls, the relationship of openings in the building, features like balconies, bays, porches, covered entries, overhead structures, awnings, changes in building facade and roofline alignment, specifications on materials being used.
	Site plan showing existing structures, new construction, setbacks, easements, current utilities, streets, etc.

Site Maintenance

	All construction debris from the building site MUST be dumped in authorized trash locations (such as City Dump). You will be subject to a fine.
	No concrete to be poured onto the street (exception, 18" roll or sloped curb can be installed to channel water on the street side).
	All other roadwork to be completed will be by the owner from the lot line to the existing blacktop of the street with cold patch on asphalt.
	All excess dirt must be disposed of according to local governing codes, no dumping on HBI property or any other owner's property unless written consent is given, if dirt is hauled off to another lot it must be graded to avoid run off to the streets as well as it must be spread out and graded to meet the general requirements and intent of The CCR's.
	All water runoff must be to the street not to other properties.
	Streets to be kept clean of dirt, rocks, debris at all times.
	Authorize the Board of Directors to have access to the building site at any time to perform all measurements to establish CC&R's compliance.

Post Construction

	Inspect Street improvements compliance with CCR's
	Obtain a copy of signed off Building Permits if applicable
	Inspect adjacent properties for potential impact from construction
	Inspect water runoff as noted above
	Inspect Height of structures as approved
	Release deposit

Note: *It is the homeowner's responsibility to acquire appropriate approvals, variances, and permits. It is strongly suggested that the county is contacted to determine what permits or approvals are required according to those entities' ordinances. However, the county's approval or variance is not a substitute for approvals by the association, both are required. The Board has 60 days after all the appropriate information has been received to review applications.*

I have read the checklist and understand the requirements. I agree to provide the necessary documentation and materials to verify that I am compliant with the CC&R's, Building Guidelines, and any additional restrictions the Architectural Review Committee places on my application.

Owners Signature

Date

Please mail, fax or email this form to

Amy Telnes Management Services
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