

## Elk Run Townhouse Owners Association

P.O. Box 30520, Flagstaff, AZ 86001  
Tel: 928-779-4202 / Fax: 928-714-0645

### Architectural Modification Submittal

The ERTB BOD reviews architectural requests for general compliance with the HOA CCR's/ R&R and other governing documents. The BOD review is not intended to verify compliance with local laws, codes, ordinances, engineering requirements, and permitting requirements which remain the responsibility of the Homeowner. The ERTB BOD requires that all approved architectural requests that modify or add to an existing structure of any type be completed by a licensed contractor.

Owner's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate: \_\_\_\_\_

Desired Improvement: \_\_\_\_\_

#### PLEASE SUBMIT A SKETCH OR DRAWING OF PROPOSED CHANGE WITH FOLLOWING INFORMATION:

Dimensions: \_\_\_\_\_

Materials: \_\_\_\_\_

Location: \_\_\_\_\_

Colors: \_\_\_\_\_

Contractor: \_\_\_\_\_ License#: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

#### **\*\*Request for Air Conditioning Unit requires the following in addition to the above information\*\*:**

Make: \_\_\_\_\_

Decibel Rating: \_\_\_\_\_

Proof of Notification of owners to each side: \_\_\_\_\_

The Homeowner agrees to maintain the improvement, if approved. If, in the view of the Board of Directors, the improvement is not being maintained, the Association has the right to remove or maintain the improvement with the Homeowner assuming all financial responsibility. The Homeowner agrees to provide the Association any other information deemed pertinent by the Board of Directors. The Homeowner agrees to comply with all municipal and state ordinances and to obtain all necessary permits.

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Signature of Homeowner

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Date

- Approved
- Approved with Conditions
- Disapproved

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Elk Run Townhouse Owners Association

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Date

Board of Director Comments:

Your application packet will be passed on to the Elk Run Townhomes Board of Directors once submitted. Please allow the Board of Directors a week to review your submittal. Submit completed application along with pictures to:

Ted Wojtasik  
HOAMCO  
[twojtasi@hoamco.com](mailto:twojtasi@hoamco.com)