

**MOUNTAIN OAKS TOWNHOUSES HOMEOWNERS ASSOCIATION**

Improvement and Alteration Request **WITH COMMON AREA EASEMENT**

DATE RECEIVED (office use)

BACK YARD WORK  A/C UNIT  OTHER \_\_\_\_\_

c/o Sterling Real Estate Management, 323 S. River Run Road, Ste. 1 Flagstaff, AZ 86001 928-773-0690

SUBMITTAL DATE: \_\_\_\_\_

LOT: \_\_\_\_\_

OWNER \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ BEST PHONE # \_\_\_\_\_

MOUNTAIN OAKS PROPERTY ADDRESS: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE# \_\_\_\_\_

**PLEASE ATTACH THE FOLLOWING, IF APPLICABLE. THESE MATERIALS WILL EXPEDITE THE ARCHITECTURAL REVIEW COMMITTEE'S CONSIDERATION OF THE REQUEST**

**REQUIRED IN ALL CASES** - A diagram (site/plot plan) with measurements of the proposed improvement (height, width, and depth), showing that the proposed location for the improvement/alteration and the distance of proposed encroachment into the common area. You may reference the site plan for the community on the HOA website: <https://mountainoakshoaaz.com/association-documents>

Photos of the area you are proposing to add such improvement/alteration, materials, colors/design samples

Easement processing fee: check/online payment in the amount of \$250 plus recording fee (will be posted after the easement is recorded). Once the easement is drafted, you may come to the management office for notary services at no charge. **Owner is responsible for ALL fees pertaining to the granting of approved Common Area Easements.**

***Any easement over the common area for proposed improvement(s) must formally be granted. Owner will be responsible for all easement costs. If approved, the Association will process and record the formal easement once the improvement project is completed to the specifications approved on the approved application.***

**PLEASE PROVIDE A BRIEF DESCRIPTION OF THE REQUESTED ARCHITECTURAL IMPROVEMENT(S)\***

\_\_\_\_\_  
\_\_\_\_\_

\*The proposed improvement must be consistent with Architectural Committee Rules (available on website)

**MATERIALS AND PAINT COLORS TO BE USED:**

\_\_\_\_\_  
\_\_\_\_\_

**TERMS AND CONDITIONS:**

The undersigned applicant: (a) attests that all the information included in this application is correct, (b) conforms to the terms and conditions of the Mountain Oaks TH HOA CC&R's and AC Rules, and (c) agrees that, if approved, no changes will occur during the course of construction without first obtaining formal written approval from Mountain Oaks TH HOA. **All contractors are expected to obtain necessary City of Flagstaff building permits and to keep their building area clean.** All trash properly disposed of daily to prevent debris from blowing into neighboring areas. This will be strictly enforced. Please refer to the City of Flagstaff for construction debris container requirements and restrictions.

**AGREED:**

\_\_\_\_\_  
[Applicant's Signature] [Date] **OR** [Contractor's Signature] [Date]

<input type="checkbox"/> APPROVED AS SUBMITTED/AS NOTED	<input type="checkbox"/> NOT APPROVED
Design Review Committee Review Stamp	COMMITTEE COMMENTS <input type="checkbox"/> See below <input type="checkbox"/> None