

**MOUNTAIN OAKS TOWNHOUSES HOMEOWNERS ASSOCIATION**

DATE RECEIVED (office use)

Improvement and Alteration Request

BACK YARD WORK  DECK 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**

A diagram (site/plot plan) with measurements of the proposed improvement (height, width, and depth), showing that the improvement/alteration is within the homeowner's lot lines.

Pictures of: the problem that the improvement addresses, the area for proposed vegetation, vegetation to be removed, area where air conditioner is to be located, etc.

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

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

**LIST OF 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