

## APPLICATION FOR ARCHITECTURAL COMMITTEE REVIEW

All requests for changes, alterations or modifications on the lot, landscaping, structure, or common elements must be submitted to the Architectural Review Committee (ARC) and receive prior **written approval** from the Hillcrest Village Condominium Board of Directors. To submit a request for such approval, please follow these procedures.

1. Address a letter to the Architectural Review Committee requesting approval to proceed with your project. Include a description of the project thorough and complete enough to convey a detailed understanding to committee members. Include in your letter or as attachments to your letter the following items.

- Photographs or product pictures of the project as appropriate.
- Plans sufficient to describe the project in detail. Include appropriate notes as to dimensions, color, texture, finish, etc.
- Materials list including product names, compositions, colors, etc.
- Contractor's or vendor's name and contact information.
- Approximate dates of commencement and completion.
- Permits: as appropriate.
- Parking: If prolonged parking of contractor vehicles, equipment or a dumpster is necessary

2. Mail or deliver the application with all attachments to:  
Hillcrest Village Condominium Association  
Architectural Review Committee  
c/o Weststar Management Co  
6795 East Tennessee Avenue Suite 601  
Denver, CO 80224

3. On receipt, a member of the ARC will review your application for completeness and, if necessary, request additional information. As soon as your application is completed, it will be scheduled for consideration in ten (10) business days.

4. Results of the Committee's findings will be delivered to you in writing as soon as possible after the meeting. For non-emergency projects, the Committee has 45 days from receipt of your completed application to deliver its recommendation to the Board of Directors. The Board of Directors will then give their approval or denial in writing within ten (10) business days.

5. You have the right to appeal Committee findings to the Hillcrest Village Condominium Board of Directors. Please follow the same Request for Hearing process outlined in the Hillcrest Village Homeowners Association, Inc. Policy and Procedure Enforcement of the Declaration, Bylaws, Rules and Regulations, or Architectural Guidelines.

6. Upon completion of the project, you agree to promptly notify the Architectural Review Committee and authorize it to enter onto your property to inspect the completed project as applicable.

7. At any time during the construction process, you agree to comply with Committee requests for additional information or to enter onto the project site for purposes of determining if construction is in accordance with the approved plan and in compliance with Hillcrest Villages DCC& R's.

8. You understand that the Association Rules & Regulations may apply to this project and you will require Contractor(s) and other invitees associated with the project to abide by them as well.

**Acknowledgement:**

As a Hillcrest Village Condominium Homeowner, I understand the process and procedures required to apply for approval of my project by the Architectural Review Committee and the Hillcrest Village Condominium Board of Directors and I agree to abide by the conditions set forth above.

Signature: \_\_\_\_\_ Unit #: \_\_\_\_\_ Date: \_\_\_\_\_

**Architectural Review Committee Contact:**

Name: \_\_\_\_\_ ph: \_\_\_\_\_ Date: \_\_\_\_\_