

Thank you for taking the time to submit an Architectural Review.

Submitting a detailed request ensures that your Board can review your request with confidence and clarity and that the associations records are complete once the approval is reached. Once your request is approved it will be kept in your permanent unit file for any inquires that may be had in the future. Additionally, the responsibility for this work transfers with the sale of your unit. Keeping accurate and clear records of this request is of the utmost importance for all involved.

That being understood, here are a few items that will help ensure a quick approval process.

- 1) Please ensure your request is submitted in one complete submission with all necessary documents in one place. If the request is not complete, it will not be submitted for review and you will be asked to resubmit.
- 2) Your proof of vendors insurance is **required**. Please include it in your submission or you will be asked to resubmit.
- 3) If at all possible, please include a stock photo of the item you are looking to install
- 4) When applicable please include a color swatch these are required for windows and most decks.
- 5) When applicable please include a drawing of the work to be completed. If you have a vendor that can submit drawings, please refer to our drawing parameters document. This helps clarify the dimensions and placement of your request.
- 6) Your request should be in line with your community standards, guidelines, and Bylaws. If you have questions on these items, please reach to to EMG to clarify prior to submission.

If you have questions about your submission please email service@emgcondo.com . Once a completed submission is received you will generally receive a majority Board response within 7 business or by the next scheduled monthly Board meeting.

Thank you!

PLEASE ATTACH COPY OF CONTRACTOR LICENSE & INSURANCE/WORKER COMP CERTIFICATE

- No work may begin without prior written Board approval.
- Only licensed and insured contractors may work on site.
- Specific drawings of proposed work to completed must be submitted. If a color swatch or material example can be submitted, please do.
- By signing below, I agree I am solely responsible for obtaining and submitting any and all required permits as well as final approvals.
- I assume liability for any damage to Association property and other owner's property that occur due to this modification/addition and agree to hold the Association harmless for any liability, injury, damage, death.
- I agree that all maintenance, repairs and/or replacement of this work to be completed become the responsibility of the Co-owner and all subsequent Co-owners.
- I understand any architectural modification that requires ongoing maintenance or responsibility on my part must be disclosed when selling my unit.

Co-owner's Signature _____

(To Be Filled Out By Management Company)

Date Received: _____

Action: **Approved** _____ **Disapproved** _____ **Other** _____

Comments: _____

By _____ Date: _____

Architectural Review Drawing Parameters

- 1) Drawing shall be ¼" equals 1'
 - a) ¼" Graph paper works well for this
 - i) Art, Hobby or Drafting stores carry it
- 2) All verbiage is to be PRINTED
- 3) There need to be 2 benchmark points
 - a) Benchmark Points, are points that cannot be changed
 - i) The wall of your Condo
 - ii) The corner of your Condo
 - iii) Driveway edge
 - iv) Deck edge, if not part of the Architectural Review
- 4) Identify North on drawing N→
- 5) Show all dimensions in Ft & Inches
 - a) ←15' 7 ½"→
 - i) +Fifteen Feet Seven & one half Inches
- 6) To locate your "change request" on your architectural review drawing, show it from two (2) different benchmark points. This gives us the location of the modification, left to right in relation to your condo and the distances from your condo. BOTH are needed for approval.
- 7) If you are replacing or modifying an existing deck or garden etc., please include a drawing of the existing, including dimensions, as stated above, photos are also accepted.
- 8) By having all the above information & appropriate drawings it will expedite the approval process of your request