

SVE GARDEN CONDO III ASSOCIATION

Architectural Change Requests

General Instructions

- Architectural changes require the approval of the SVE Condo III Board Architectural Chairman or their duly appointed representative (hereafter 'the Association'). **Architectural changes may NOT start prior to such approval.** Architectural change requests are documented and submitted for approval on an Architectural Change Request form. Thorough and complete forms will facilitate the approval process. When an Architectural change is approved, it is so designated on the Architectural Change Request form, along with any additional conditions specified, and fully executed by both the unit owner and the Association. Initial form submissions, verbal discussions, reviews, and walk-throughs do **NOT** constitute approval.
- The Architectural Change Request process follows this sequence of events:
 1. Homeowner obtains an Architectural Change Request form from the Association
 2. Homeowner completes the form, attaches relevant supporting documents, completes required preliminary activities (for example, secures a City of Mesa building permit) and executes the form.
 3. Homeowner calls the Association to request a review of the Architectural Change Request and relevant work.
 4. Homeowner and the Association representative discuss requirements and make additional entries to the Architectural Change Request form to fully document the change request.
 5. The Association representative submits the Architectural Change Request to the SVE Condo III Board Architectural Chairman for review and approval. The homeowner will be notified upon completion of this step.
 6. Upon approval, the homeowner will receive a copy of the full executed Architectural Change Request form (execution by both the homeowner and the Association is required for approval).
 7. Upon approval, as described in 6 above, the homeowner is ready to commence work according to requirements and stipulations in the final approved Architectural Change Request form.
- Common items requiring an Architectural Change Request form are those next listed. This list is not intended as a complete list, but rather provides examples for the most commonly

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requested changes. Unit owners are responsible for being familiar with the Associations Rules and Regulations, and CC&Rs to understanding work items requiring approval. When in doubt, contact the Association.

TV Satellite Dishes
Heating, Ventilation, Air Conditioning Units (HVAC)
Patio Epoxy Coatings
Rooftop Air Turbines

Rooftop Solar Tubes Skylights
Security Doors and Front Screened Doors
Window Solar Screens or Sunscreens
Window Tinting
Arizona Rooms
Patio Slabs
Patio Protective Screens and Sunshades
Metal Security Rollups
Main front door replacements
Patio Floor Coverings (outdoor carpet, tile, concrete coatings, etc.)

- Architectural Change Request forms may be obtained from either the Association, or the current Property Management Company. Completed forms must be submitted to the current SVE Condo III Board Architectural Chairman or their duly appointed representative.
- It is the responsibility of each unit owner to request approval from the Association, prior to making any architectural changes. A proper building permit from the City of Mesa is required (where relevant) and all work completed by a licensed contractor (where relevant).
- A condo unit owner may do his own work, but he must still obtain a building permit from the City of Mesa (when relevant) and when completed, all work must be approved by the City of Mesa Inspector. A time limit of 45 days shall be set to stop all work being performed either by the condo unit owner or his contractor for which an application has not been approved, or which is deemed unsuitable, undesirable, or in violation of the Condominium Documents, or whenever the unit owner has failed to obtain a City of Mesa building permit where applicable.
- Unit owners are responsible for any damage caused by either themselves, their contractors or workmen to the common areas, including, but not limited to, private drives, lawn areas, gravel areas, shrubs, trees, rear service sidewalks, staining of garage driveways and/or private drives (streets), and any building components.
- The driving or parking of cars, trucks, or vans, or any other type of vehicle, in or on any granite/rock or greenbelt common is prohibited. The homeowner is responsible for any damage to common areas caused by their invitees, contractors, and workmen. Unit owners

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who engage the services of a contractor or workmen for any approved architectural changes is required to inform and prevent the contractor/workmen from violating these provisions. The contractor/workmen must further be informed that they are not permitted to either store construction material or deposit dirt or other debris in or on the granite, rock areas, or greenbelt common areas. Damage or removal resulting from a contractor's failure to comply with this provision is considered the owner's liability and financial responsibility.

- In general, these steps will help the homeowner verify the professionalism of the contractor:
 1. Check complaints and BBB rating at Better Business Bureau (this can be done online)
 2. Ask the contractor how long they have been doing this kind of work and how many jobs they've completed. Verify this agrees with BBB reports.
 3. Request a list of references (previously completed jobs with contact names and phone numbers); call references and where appropriate, request to visit the work site.
 4. Request and record contractor license numbers (many contractors list their license number in the newspaper and yellow page listing), and insurance information.
 5. Homeowner may be well served to ask the Association committee members for contractors who have previously worked in the community with successful outcomes.