

# ARCHITECTURAL CHANGE REQUEST

The enclosed forms are for any exterior changes done to your Sunland Village East, Garden Condominium Phase III home.

Please be sure to complete the respective form for the project you will be doing on your home and submit the request back to Management for ARC review and action.

All owners are desiring to make any exterior changes must obtain written approval from the ARC (Architectural Review Committee) prior to commencing any work toward your project.

For your convenience, we have included the following Architectural Change Request forms for typical exterior changes / upgrades:

- ✓ Air Turbines
- ✓ Epoxy Coatings
- ✓ Heating / Ventilation / Air Conditioning (HVAC)
- ✓ Screened / Security Doors and Window Screens
- ✓ Solar Tube Skylights
- ✓ Architectural Change Request (all other requested changes)

Each form is two pages so be sure you print and initial the pages relative to your project. If you have any questions, please contact the Management office for clarification or further information.



SVE GARDEN CONDO III ASSOCIATION  
Architectural Change Request

For \_\_\_\_\_

Homeowner Name \_\_\_\_\_ Unit# \_\_\_\_\_

Property Address \_\_\_\_\_ Phone# \_\_\_\_\_

Work to be performed  
by \_\_\_\_\_

Contractor Address \_\_\_\_\_

Contractor Phone \_\_\_\_\_

Contractor License # \_\_\_\_\_

Description of work (attach description page(s) if more space is needed; include plot plans, drawings,  
and specifications): \_\_\_\_\_

\_\_\_\_\_

Subject to the approval of this Change Request by the SVE Condo III Board of Directors or their duly appointed representative (hereafter 'the Association'), the Homeowner agrees to maintain the subject improvements in every respect. In the future, should the subject improvements cause damage that would not otherwise have occurred, repair costs for such damage will be borne by the Homeowner. The Homeowner agrees that all improvement costs related to this Change Request will be borne by the Homeowner. Furthermore, the Homeowner agrees to comply with all city, county, and state laws and obtain all the necessary permits. A City of Mesa building permit, if applicable, must be submitted with this application. Any supporting documents WILL NOT be returned to homeowner, as they will become a part of the permanent record in the Association's homeowner file. Approval or disapproval will be mailed to the homeowner within 30 days from the date the Association's receipt of this application.

Homeowner Signature \_\_\_\_\_

\_\_\_\_\_ Date Signed

The above described architectural change is:

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_ **Approved subject to the following conditions** (1 through 6 inclusive):

1. \_\_\_\_\_  
\_\_\_\_\_

Homeowner Initials \_\_\_\_\_

SVE GARDEN CONDO III ASSOCIATION  
Architectural Change Request

For \_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

Homeowner Initials \_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

Homeowner Initials \_\_\_\_\_

4. Installation will be made by licensed and insured contractor skilled in this type of work. All materials and installation methods shall comply with professional standards used by other relevant industry professionals.

Homeowner Initials \_\_\_\_\_

5. The Association reserves the right to remove or correct installation deficiencies, if necessary, at their sole discretion. Homeowner agrees to bear any and all costs related to such work.

Homeowner Initials \_\_\_\_\_

6. Homeowner is fully responsible for any and all damages to any roof area, to include, but not limited to, shingle or flat roof damage, leaks, and improper flashing or sealing. Homeowner is fully responsible for complete insurance coverage for any and all betterments and improvements. Homeowner is responsible for advising all Contractors that no common area may be used as work or storage areas. Workmen are not permitted to drive trucks or other heavy equipment on any common area. Contractors are responsible for thorough cleanup of all common areas, driveways, sidewalks, and streets. No debris of any kind or work materials will be left on rooftops. Homeowner shall be liable for any costs or charges incurred as a result of Contractor negligence.

Homeowner Initials \_\_\_\_\_

\_\_\_\_\_  
Architectural Chairman's Signature

\_\_\_\_\_  
Date Signed

**This change is to be completed within 60 days from above date of approval.**

Homeowner Name \_\_\_\_\_ Unit# \_\_\_\_\_

Date Signed \_\_\_\_\_

SVE GARDEN CONDO III ASSOCIATION  
Architectural Change Request  
For Air Turbines

Homeowner Name \_\_\_\_\_ Unit# \_\_\_\_\_

Property Address \_\_\_\_\_ Phone# \_\_\_\_\_

Work to be performed  
by \_\_\_\_\_

Contractor Address \_\_\_\_\_

Contractor Phone \_\_\_\_\_

Contractor License # \_\_\_\_\_

Description of work (attach description page(s) if more space is needed; include plot plans, drawings, and specifications): \_\_\_\_\_

Subject to the approval of this Change Request by the SVE Condo III Board of Directors or their duly appointed representative (hereafter 'the Association'), the Homeowner agrees to maintain the subject improvements in every respect. In the future, should the subject improvements cause damage that would not otherwise have occurred, repair costs for such damage will be borne by the Homeowner. The Homeowner agrees that all improvement costs related to this Change Request will be borne by the Homeowner. Furthermore, the Homeowner agrees to comply with all city, county, and state laws and obtain all the necessary permits. A City of Mesa building permit, if applicable, must be submitted with this application. Any supporting documents WILL NOT be returned to homeowner, as they will become a part of the permanent record in the Association's homeowner file. Approval or disapproval will be mailed to the homeowner within 30 days from the date the Association's receipt of this application.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date Signed

The above described architectural change is:

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_ **Approved subject to the following conditions (1 through 6 inclusive):**

1. An air turbine will be installed for increased ventilation of the open attic area. Turbine WILL NOT be installed in the dead air zone between attic fire barriers.

Homeowner Initials \_\_\_\_\_

SVE GARDEN CONDO III ASSOCIATION  
Architectural Change Request  
For Air Turbines

2. All materials shall be similar to other rooftop turbines within the community.

Homeowner Initials \_\_\_\_\_

3. Turbine color will be brown.

Homeowner Initials \_\_\_\_\_

4. Installation will be made by licensed and insured contractor skilled in this type of work. All materials and installation methods shall comply with professional standards used by other relevant industry professionals.

Homeowner Initials \_\_\_\_\_

5. The Association reserves the right to remove or correct installation deficiencies, if necessary, at their sole discretion. Homeowner agrees to bear any and all costs related to such work.

Homeowner Initials \_\_\_\_\_

6. Homeowner is fully responsible for any and all damages to any roof area, to include, but not limited to, shingle or flat roof damage, leaks, and improper flashing or sealing. Homeowner is fully responsible for complete insurance coverage for any and all betterments and improvements. Homeowner is responsible for advising all Contractors that no common area may be used as work or storage areas. Workmen are not permitted to drive trucks or other heavy equipment on any common area. Contractors are responsible for thorough cleanup of all common areas, driveways, sidewalks, and streets. No debris of any kind or work materials will be left on rooftops. Homeowner shall be liable for any costs or charges incurred as a result of Contractor negligence.

Homeowner Initials \_\_\_\_\_

\_\_\_\_\_  
Architectural Chairman's Signature

\_\_\_\_\_  
Date Signed

**This change is to be completed within 60 days from above date of approval.**

Homeowner Name \_\_\_\_\_ Unit# \_\_\_\_\_

Date Signed \_\_\_\_\_

SVE GARDEN CONDO III ASSOCIATION  
Architectural Change Request  
For Epoxy Coatings

Homeowner Name \_\_\_\_\_ Unit# \_\_\_\_\_

Property Address \_\_\_\_\_ Phone# \_\_\_\_\_

Work to be performed  
by \_\_\_\_\_

Contractor Address \_\_\_\_\_

Contractor Phone \_\_\_\_\_

Contractor License # \_\_\_\_\_

Description of work (attach description page(s) if more space is needed; include drawings if  
necessary): \_\_\_\_\_

Subject to the approval of this Change Request by the SVE Condo III Board of Directors or their duly appointed representative (hereafter 'the Association'), the Homeowner agrees to maintain the subject improvements in every respect. In the future, should the subject improvements cause damage that would not otherwise have occurred, repair costs for such damage will be borne by the Homeowner. The Homeowner agrees that all improvement costs related to this Change Request will be borne by the Homeowner. Furthermore, the Homeowner agrees to comply with all city, county, and state laws and obtain all the necessary permits. A City of Mesa building permit, if applicable, must be submitted with this application. Any supporting documents WILL NOT be returned to homeowner, as they will become a part of the permanent record in the Association's homeowner file. Approval or disapproval will be mailed to the homeowner within 30 days from the date the Association's receipt of this application.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date Signed

The above described architectural change is:

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_ **Approved subject to the following conditions (1 through 5 inclusive):**

1. Color to be compatible with exterior paint colors on front of subject home and patio, and harmonious with surrounding properties along the same street.

Homeowner Initials \_\_\_\_\_

SVE GARDEN CONDO III ASSOCIATION  
Architectural Change Request  
For Epoxy Coatings

2. All materials shall be compatible with other homes within the community.

Homeowner Initials \_\_\_\_\_

3. All materials and installation methods shall comply with professional standards used by other relevant industry professionals.

Homeowner Initials \_\_\_\_\_

4. The Association reserves the right to remove or correct installation deficiencies, if necessary, at their sole discretion. Homeowner agrees to bear any and all costs related to such work.

Homeowner Initials \_\_\_\_\_

5. Homeowner is fully responsible for any and all damages to any common area and exterior unit areas, to include, but not limited to, driveway, garage door, adjacent walkways, patio areas, and exterior walls. Homeowner is fully responsible for complete insurance coverage for any and all betterments and improvements. Homeowner is responsible for advising all Contractors that no common area may be used as work or storage areas. Workmen are not permitted to drive trucks or other heavy equipment on any common area. Contractors are responsible for thorough cleanup of all common areas, driveways, sidewalks, and streets. No debris of any kind or work materials will be left on rooftops. Homeowner shall be liable for any costs or charges incurred as a result of Contractor negligence.

\_\_\_\_\_  
Architectural Chairman's Signature

\_\_\_\_\_  
Date Signed

**This change is to be completed within 60 days from above date of approval.**

Homeowner Name \_\_\_\_\_ Unit# \_\_\_\_\_

Date Signed \_\_\_\_\_

SVE GARDEN CONDO III ASSOCIATION  
Architectural Change Request  
For Heating, Ventilation, & Air Conditioning (HVAC)

Homeowner Name \_\_\_\_\_ Unit# \_\_\_\_\_

Property Address \_\_\_\_\_ Phone# \_\_\_\_\_

Work to be performed  
by \_\_\_\_\_

Contractor Address \_\_\_\_\_

Contractor Phone \_\_\_\_\_

Contractor License # \_\_\_\_\_

Description of work (attach description page(s) if more space is needed; include drawings if necessary): \_\_\_\_\_

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Subject to the approval of this Change Request by the SVE Condo III Board of Directors or their duly appointed representative (hereafter 'the Association'), the Homeowner agrees to maintain the subject improvements in every respect. In the future, should the subject improvements cause damage that would not otherwise have occurred, repair costs for such damage will be borne by the Homeowner. The Homeowner agrees that all improvement costs related to this Change Request will be borne by the Homeowner. Furthermore, the Homeowner agrees to comply with all city, county, and state laws and obtain all the necessary permits. A City of Mesa building permit, if applicable, must be submitted with this application. Any supporting documents WILL NOT be returned to homeowner, as they will become a part of the permanent record in the Association's homeowner file. Approval or disapproval will be mailed to the homeowner within 30 days from the date the Association's receipt of this application.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date Signed

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The above described architectural change is:

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_ **Approved subject to the following conditions (1 through 6 inclusive):**

1. All unpainted surfaces to match color of other rooftop fittings, including plenum and mountings, as close as possible. The unit's color will match old unit and other neighboring units as much as possible. All caulking must be dull brown to match other rooftop fittings and other neighboring unit's caulking color as much as possible. The skirt and cap shall be installed and painted the same color so as to match existing rooftop units.

**Homeowner Initials** \_\_\_\_\_



SVE GARDEN CONDO III ASSOCIATION  
Architectural Change Request  
For Heating, Ventilation, & Air Conditioning (HVAC)

2. Ensure no roof leaks or damage results from installation methods and materials used, or from the lack of appropriate methods and materials. The homeowner may wish to verify appropriate installation methods and materials prior to contractor payment.

Homeowner Initials \_\_\_\_\_

3. The unit's drain line to be connected to existing drain line.

Homeowner Initials \_\_\_\_\_

4. Installation will be made by licensed and insured contractor skilled in this type of work. All materials and installation methods shall comply with professional standards used by other relevant industry professionals.

Homeowner Initials \_\_\_\_\_

5. The Association reserves the right to remove or correct installation deficiencies, if necessary, at their sole discretion. Homeowner agrees to bear any and all costs related to such work.

Homeowner Initials \_\_\_\_\_

6. Homeowner is fully responsible for any and all damages to any roof area, to include, but not limited to, shingle or flat roof damage, leaks, and improper flashing or sealing. Homeowner is fully responsible for complete insurance coverage for any and all betterments and improvements. Homeowner is responsible for advising all Contractors that no common area may be used as work or storage areas. Workmen are not permitted to drive trucks or other heavy equipment on any common area. Contractors are responsible for thorough cleanup of all common areas, driveways, sidewalks, and streets. No debris of any kind or work materials will be left on rooftops. Homeowner shall be liable for any costs or charges incurred as a result of Contractor negligence.

\_\_\_\_\_  
Architectural Chairman's Signature

\_\_\_\_\_  
Date Signed

**This change is to be completed within 60 days from above date of approval.**

Homeowner Name \_\_\_\_\_ Unit# \_\_\_\_\_

Date Signed \_\_\_\_\_

SVE GARDEN CONDO III ASSOCIATION  
Architectural Change Request  
For Screened Doors, Security Doors, & Window Screens

Homeowner Name \_\_\_\_\_ Unit# \_\_\_\_\_

Property Address \_\_\_\_\_ Phone# \_\_\_\_\_

Work to be performed  
by \_\_\_\_\_

Contractor Address \_\_\_\_\_

Contractor Phone \_\_\_\_\_

Description of work (attach description page(s) if more space is needed; include plot plans, drawings,  
and specifications): \_\_\_\_\_

Subject to the approval of this Change Request by the SVE Condo III Board of Directors or their duly appointed representative (hereafter 'the Association'), the Homeowner agrees to maintain the subject improvements in every respect. In the future, should the subject improvements cause damage that would not otherwise have occurred, repair costs for such damage will be borne by the Homeowner. The Homeowner agrees that all improvement costs related to this Change Request will be borne by the Homeowner. Furthermore, the Homeowner agrees to comply with all city, county, and state laws and obtain all the necessary permits. A City of Mesa building permit, if applicable, must be submitted with this application. Any supporting documents WILL NOT be returned to homeowner, as they will become a part of the permanent record in the Association's homeowner file. Approval or disapproval will be mailed to the homeowner within 30 days from the date the Association's receipt of this application.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date Signed

The above described architectural change is:

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_ **Approved subject to the following conditions (1 through 6 inclusive):**

1. Front screen doors and security doors color shall be black and shall be similar in style to other such doors along the same street. Back or side screen doors and security Doors color shall be black or bronze, provided they match the unit's metal inset window frames. Screen mesh shall be similar in color to neighboring units along the same street.

Homeowner Initials \_\_\_\_\_

SVE GARDEN CONDO III ASSOCIATION  
Architectural Change Request  
For Screened Doors, Security Doors, & Window Screens

2. Window screen frames shall be black when installed at the street side of units, and black or bronze when installed on rear or side of units. Screen mesh shall be similar in color to neighboring windows along the same street.

Homeowner Initials \_\_\_\_\_

3. Plastic or bamboo roll-up shades are permitted on the rear patio only. They must be neutral, beige, or white in color. Such shades must be maintained in good condition and are NOT permitted to be installed on the outside of any window.

Homeowner Initials \_\_\_\_\_

4. All materials and installation methods shall comply with professional standards used by other relevant industry professionals.

Homeowner Initials \_\_\_\_\_

5. The Association reserves the right to remove or correct installation deficiencies, if necessary, at their sole discretion. Homeowner agrees to bear any and all costs related to such work.

Homeowner Initials \_\_\_\_\_

6. Homeowner is fully responsible for any and all damages to any common areas and exterior unit components, to include, but not limited to, doors, door frames and thresholds, windows, window frames, and adjacent wall areas. Homeowner is fully responsible for complete insurance coverage for any and all betterments and improvements. Homeowner is responsible for advising all Contractors that no common area may be used as work or storage areas. Workmen are not permitted to drive trucks or other heavy equipment on any common area. Contractors are responsible for thorough cleanup of all common areas, driveways, sidewalks, and streets. No debris of any kind or work materials will be left on rooftops. Homeowner shall be liable for any costs or charges incurred as a result of Contractor negligence.

Homeowner Initials \_\_\_\_\_

\_\_\_\_\_  
Architectural Chairman's Signature

\_\_\_\_\_  
Date Signed

**This change is to be completed within 60 days from above date of approval.**

Homeowner Name \_\_\_\_\_ Unit# \_\_\_\_\_

Date Signed \_\_\_\_\_

SVE GARDEN CONDO III ASSOCIATION  
Architectural Change Request  
For Solar Tube Skylights

Homeowner Name \_\_\_\_\_ Unit# \_\_\_\_\_

Property Address \_\_\_\_\_ Phone# \_\_\_\_\_

Work to be performed  
by \_\_\_\_\_

Contractor Address \_\_\_\_\_

Contractor Phone \_\_\_\_\_

Contractor License # \_\_\_\_\_

Description of work (attach description page(s) if more space is needed; include plot plans, drawings, and specifications): \_\_\_\_\_

Subject to the approval of this Change Request by the SVE Condo III Board of Directors or their duly appointed representative (hereafter "the Association"), the Homeowner agrees to maintain the subject improvements in every respect. In the future, should the subject improvements cause damage that would not otherwise have occurred, repair costs for such damage will be borne by the Homeowner. The Homeowner agrees that all improvement costs related to this Change Request will be borne by the Homeowner. Furthermore, the Homeowner agrees to comply with all city, county, and state laws and obtain all the necessary permits. A City of Mesa building permit, if applicable, must be submitted with this application. Any supporting documents WILL NOT be returned to homeowner, as they will become a part of the permanent record in the Association's homeowner file. Approval or disapproval will be mailed to the homeowner within 30 days from the date the Association's receipt of this application.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date Signed

The above described architectural change is:

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_ **Approved subject to the following conditions (1 through 6 inclusive):**

1. A solar tube will be installed for increased illumination of the \_\_\_\_\_ (fill in) area.  
Installation shall NOT penetrate the dead air zone between attic fire barriers.

Homeowner Initials \_\_\_\_\_

SVE GARDEN CONDO III ASSOCIATION  
Architectural Change Request  
For Solar Tube Skylights

2. All materials shall be similar to other rooftop solar tubes within the community.

Homeowner Initials \_\_\_\_\_

3. Solar tube flashing and caulking will be 'weathered brown' color to match roof exhaust ports and vent pipes, in keeping with other neighboring rooftop units.

Homeowner Initials \_\_\_\_\_

4. Installation will be made by licensed and insured contractor skilled in this type of work. All materials and installation methods shall comply with professional standards used by other relevant industry professionals.

Homeowner Initials \_\_\_\_\_

5. The Association reserves the right to remove or correct installation deficiencies, if necessary, at their sole discretion. Homeowner agrees to bear any and all costs related to such work.

Homeowner Initials \_\_\_\_\_

6. Homeowner is fully responsible for any and all damages to any roof area, to include, but not limited to, shingle or flat roof damage, leaks, and improper flashing or sealing. Homeowner is fully responsible for complete insurance coverage for any and all betterments and improvements. Homeowner is responsible for advising all Contractors that no common area may be used as work or storage areas. Workmen are not permitted to drive trucks or other heavy equipment on any common area. Contractors are responsible for thorough cleanup of all common areas, driveways, sidewalks, and streets. No debris of any kind or work materials will be left on rooftops. Homeowner shall be liable for any costs or charges incurred as a result of Contractor negligence.

Homeowner Initials \_\_\_\_\_

\_\_\_\_\_  
Architectural Chairman's Signature

\_\_\_\_\_  
Date Signed

**This change is to be completed within 60 days from above date of approval.**

Homeowner Name \_\_\_\_\_ Unit# \_\_\_\_\_

Date Signed \_\_\_\_\_