

Fox Run HOA

C/O Flagstaff Management, Inc.

2030 Terry St Suite 104

Longmont, CO 80501

Phone: 303-682-0098 • Fax 303-682-1111

Website: www.flagstaffmanagement.com, email: fmc900@flagstaffmanagement.com

DESIGN REVIEW REQUEST

HOMEOWNER _____ HOME PHONE _____

ADDRESS _____ WORK PHONE _____

CITY, STATE, ZIP _____ E-Mail _____

PLEASE INDICATE THE TYPE OF IMPROVEMENT THAT YOU ARE REQUESTING:

- | | |
|---|--|
| <input type="checkbox"/> Cement Work (Driveway, Patio Slab, etc.) | <input type="checkbox"/> Deck, Patio cover |
| <input type="checkbox"/> Exterior Changes (Enclose plans) | <input type="checkbox"/> Fencing |
| <input type="checkbox"/> Landscaping (Enclose plans) | <input type="checkbox"/> Painting - MUST paint 2' x 2' sample of each color on front of house and submit paint samples |
| <input type="checkbox"/> Building Additions (Enclose plans) | <input type="checkbox"/> Please label each color (Trim, Accent, Body, Door) |
| <input type="checkbox"/> Other (Roof, etc.) | |

If you are not enclosing plans for your request, please describe the improvements that you are requesting. You must submit a city building permit with your construction plans.

I understand that I **MUST** obtain approval of the Architectural Review Committee before I commence any improvements. I understand that, per the Covenants Melody at Fox Run HOA, the committee has 45 days from the receipt date of the request to come to a decision. **DO NOT** begin ANY improvements/changes without approval. I understand that this approval does not relieve me of my responsibility to obtain building permits from the City of Frederick, if required. I understand that the ARC Committee will be inspecting the project within 30 days of the completion date listed below to verify it complies to said DRR.

You must submit a copy of any required **permits** with your drawings or landscape plans.

If you are not enclosing plans for your request, please describe the improvements that you are requesting.

I understand that I must obtain approval of the Architectural Review Committee before I commence any improvements. I understand that this approval does not relieve me of my responsibility to obtain building permits from the City of Frederick, if required.

Homeowner _____ Date _____ Projected Completion Date _____
Signature (Project must be completed within 1 year)

Architectural Review Committee Action:

- | | |
|--|--|
| <input type="checkbox"/> Approved as submitted | <input type="checkbox"/> City Permits are included |
| <input type="checkbox"/> Approved with the Following Changes. See below. | <input type="checkbox"/> Copy of Permits required |
| <input type="checkbox"/> Disapproved | Must be completed by: _____ |

Architectural Review Committee _____ Date _____

MELODY AT FOX RUN HOA

C/O Flagstaff Management, Inc.

PO Box 1004

Longmont, CO 80502

303-682-0098 • Fax 303-682-1111

www.flagstaffmanagement.com, email: fmc900@flagstaffmanagement.com

NOTIFICATION OF COMPLETION OF IMPROVEMENT

Today's Date _____

HOMEOWNER _____

HOME PHONE _____

ADDRESS _____

WORK PHONE _____

CITY, STATE, ZIP _____

What was completed _____

Completion Date of Improvement _____

I/We understand that I/we must submit this form upon completion of the improvement. I/We understand the Design Review Committee(s) will be doing a visual inspection of the improvement and the improvement is to be in compliance with the approved plans.

Homeowner _____ Date _____
Signature

Date Received: _____ By _____

Date Sent to Committee _____

THE DECISION OF THE COMMITTEE SHALL BE MADE WITHIN 45 DAYS AFTER RECEIPT BY THE COMMITTEE

COMMENTS BY DESIGN REVIEW COMMITTEE:

Melody @ Fox Run Homeowners Association Design Review Committee, by

Committee Member Signature

Date

Mail Completed Form to:
FLAGSTAFF MANAGEMENT, LLC
2030 Terry Street, Suite 104
LONGMONT, CO 80501