

Third Cherry Creek Townhouse Corporation
Architectural Request Form
This application is for Replacing Windows, Patio Doors,
Front Doors and Security door and window coverings

* This change request form is *not* to be used for exterior vents, installation of communications services or landscaping/other exterior changes. Use the appropriate ARF form for those requests.

Submit Architectural Request Form to: Third Cherry Creek Townhouse
Corporation c/o Realty One Property Management (see web site for
address) (Phone 303.834.0311. Fax transmissions are not permitted.)

Date Received Realty One:

Approval or Denial Date:

Name of Applicant _____ Home & Other Phone _____ /

Address _____ Building permit applied for? _____ Yes _____ No _____ N/A

Nature of improvement: _____ Replacing Patio door _____ Replacing windows _____ No. of windows to be replaced
_____ Installing or painting front door _____ Installing a security door _____ Installing security window
screens List type of materials for new items, color, describe how they open and any other details:

Planned Starting Date: _____ Planned Completion Date: _____

WINDOWS:

Replacement windows must be horizontal side to vinyl sliders (windows that slide open side -to-side) that are white in color only. There cannot be any grid lines in the new windows or in the screens or on them.

PATIO DOOR:

The replacement patio door paint color must be white and can have blinds between panes. It can be of a French door design. The door must open into the unit. Solid or window-free door designs are not permitted for the patio area. If you are just replacing the patio door, follow the general requirements for windows and doors.

SECURITY DOOR OR WINDOW SECURITY BARS:

The security door must be black or white. It must be made of wrought iron or sturdy metal.

APPLICANT MUST SUBMIT A COPY OF PLANS AND ALL OF THE FOLLOWING ITEMS. If owner is requesting approval for new windows, this form must be filed at least one week prior to the Board of Directors meeting.

Information needed: A description of product, materials and colors. The seller's literature should contain this information.

1. Paint color must be white. Replacement windows or screens cannot contain grid lines in the design.

2. Brochures or copies showing product and product specifications. Poor copies, illegible reproductions and fax Copies are not acceptable. Only readable or clear copies or PDF files will be accepted.
3. Name, address and phone numbers of applicant's contractor. A copy of Contractor's proof of insurance Is required with this information to protect the property owner and the Association.
4. You may be required to appear before the Board if any additional information is needed that the board deems necessary to approve the Architectural application. Any application must be submitted at least one week prior to the regularly-scheduled Board meeting so it can be placed on the agenda for consideration.

COMPLIANCE STATEMENT

I, the undersigned, do, agree that if any request is approved, I will install the above within the approved time period, according to the plans, specifications and descriptions submitted with this request. I am aware that any variation from the approved request could result in an order to remove the non-complying item. If my contractor or I deviate from the approval, I understand I will face a \$500 fine and assessment of cost to affected property back into original condition plus administrative, legal and court fees. I understand that I am responsible for any damages caused by the installation of the above, and that I will require appropriate insurance from any contractor I hire to perform the work. I am also aware that the approval of my request by the Board of Directors in no way supersedes permits required by the Denver County Building Department or any other government agency. I agree not to start any improvements prior to receiving approval.

Applicant

Signature: _____
Date: _____

ACTION TAKEN

_ APPROVED AS SUBMITTED APPROVED AS AMENDED BELOW DISAPPROVED

(AS NOTED BELOW)

Signed: _____

Title: _____

Date: _____

Note: All material related to the replacement, additions must accompany this two page form Or the application will not be approved. There shall be no NO VERBAL APPROVALS. Past Architectural approvals shall have no bearing on this revised architectural request form.