

HERITAGE FARMS HOMEOWNERS ASSOCIATION (HF HOA)

REQUEST FOR ARCHITECTURAL REVIEW

REVIEWING / APPROVING OFFICIALS INSTRUCTIONS AND ROUTING FORM

DANA PROPERTIES

1. Date Received: _____
2. Verify Type of Request
 - a. If for "Exterior Modification" or Addition to an Existing Home/Property, forward to the ARC and/or refer the homeowner/designated agent directly to the ARC if necessary.
 - b. If for New Construction/Build on an Empty Lot, forward a copy to the ARC and immediately notify the homeowner/designated agent to schedule a consultation appointment with the HF HOA recognized Architectural Consultant (Mr. Jaime Sandoval of CGN Designs, Address: 6801 N Mesa St, Suite B201, Email: JSandoval@cgnd.com, Phone: (915) 581-5348).
3. Continue to monitor the review process and update the homeowner/designated agent as required. Once a decision has been made, notify the homeowner/designated agent in writing.
5. Date of Notification: _____

CGN DESIGNS

1. Date Received: _____
2. Consult with the homeowner/designated agent and the ARC as required.
3. Recommendation: _____ Approve (In compliance with the HF governing documents)
 _____ Disapprove (Not in compliance with the HF governing documents)
3. Date of Notification: _____

HF HOA ARC AND BOARD OF DIRECTORS (FINAL DECISION)

1. Date Received: _____
2. Conduct a detail review of the request, consulting with CGN Designs as required.
3. Decision: _____ Approve (In compliance with the HF governing documents)
 _____ Disapprove (Not in compliance with the HF governing documents)
4. Requestor must complete this project no later than: _____
5. Date of Final Decision: _____