Rio Valley Homeowners Association

REQUEST FOR HOME IMPROVEMENT APPROVAL

In an effort to provide and protect each individual homeowner's rights and values, it is required that any homeowner or group of owners considering improvements and/or change of their deed property, must submit a REQUEST FOR HOME IMPROVEMENT APPROVAL FORM to the Architectural Control Committee (ACC) for planned improvements and/or changes. If any change is made that has not been approved, the Committee has the right to require the homeowner to remove the improvement and/or change from the property. PLEASE COMPLETE THIS FORM IN DETAIL TO AVOID DELAYS IN PROCESSING. An incomplete form or a request with insufficient information will be returned to the homeowner.

NAME OF OWNER _____ **HOME PHONE** _____

PROPERTY ADDRESS _____ **WORK PHONE** _____

EMAIL ADDRESS_____

1. Briefly describe the improvement/change proposed: (include dimensions – length, width, height) NOTE: If you are requesting to raise your shared walls you should obtain neighbor approval even if HOA approval is obtained as the shared walls are jointly owned.

_____

_____

_____

2. Who will do the actual work?

_____

_____

3. Location of improvement (check applicable areas). ATTACH A LOT SURVEY OR SCALE DRAWING TO SHOW THE LOCATION OF IMPROVEMENT IF APPLICABLE. (Include distances from walls and houses)

- ❑ **Front of home**
- ❑ **Back of home**
- ❑ **Side of home**
- ❑ **Roof**
- ❑ **Patio**
- ❑ **Garage**
- ❑ **other:** _____

4. Material necessary for proposed improvement/change (check and identify types and colors: ATTACH THREE (3) PAINT/STAIN SAMPLES OF EACH COLOR. MATERIAL TYPE/COLOR

Rio Valley Homeowners Association

REQUEST FOR HOME IMPROVEMENT APPROVAL

- ❑ **Paint** _____
- ❑ **Stain** _____
- ❑ **Lumber** _____
- ❑ **Brick** _____
- ❑ **Screen** _____
- ❑ **Shingles** _____
- ❑ **Pipe** _____
- ❑ **Electrical** _____
- ❑ **Fence** _____
- ❑ **Other:** _____

A LOT SURVEY OR TO-SCALE DRAWING SHOWING PROPERTY LINES, RESIDENTIAL BUILDINGS, EASEMENTS, WALLS, ETC., IS REQUIRED FOR ALL APPLICATIONS FOR BUILDING, DECKS, PATIO COVERS, SIDEWALKS, DRIVEWAYS, PLAYGROUND EQUIPMENT, ETC.

Neighbor Awareness Statement

The attached plans for _____ were made available to neighbors as required and noted below for their review. They have been notified that I am submitting these plans for Architectural and Landscape improvement.

Name _____ Telephone Number _____
Date _____ Address _____ Signature_____

- ❑ **Front Neighbor**
- ❑ **Rear Neighbor**
- ❑ **Side Neighbor (Left)**
- ❑ **Side Neighbor (Right)**

Name _____ Telephone Number _____
Date _____ Address _____ Signature_____

- ❑ **Front Neighbor**
- ❑ **Rear Neighbor**
- ❑ **Side Neighbor (Left)**
- ❑ **Side Neighbor (Right)**

Name _____ Telephone Number _____
Date _____ Address _____ Signature_____

- ❑ **Front Neighbor**
- ❑ **Rear Neighbor**
- ❑ **Side Neighbor (Left)**
- ❑ **Side Neighbor (Right)**

Name _____ Telephone Number _____
Date _____ Address _____ Signature_____

- ❑ **Front Neighbor**
- ❑ **Rear Neighbor**
- ❑ **Side Neighbor (Left)**
- ❑ **Side Neighbor (Right)**

Rio Valley Homeowners Association

REQUEST FOR HOME IMPROVEMENT

APPROVAL Owner's Affidavit:

- ❑ **1. To my knowledge, nothing in the proposed improvement/alteration is in violation of the Covenants, Conditions and Restrictions (CC&Rs) for Rio Valley Homeowners Association as applicable to the subject lot.**

- ❑ **2. I represent and warrant that the proposed improvement/alteration will be completed in strict compliance with the CC&Rs and in accordance with the approval, if granted. Any change to such approval requires additional review by the ACC. I agree that members of the ACC may inspect the progress of an approved improvement with appropriate prior notice.**

- ❑ **3. I understand that approval by the ACC and/or Board of Trustees shall in no way be construed as a waiver of modification of the CC&Rs.**

- ❑ **4. I represent and warrant that the proposed improvement/alteration will be in conformity and harmony of external design and location to the surrounding structures and topography, and that the quality of workmanship and materials involved will be in conformity with that of the existing structure.**

- ❑ **5. I understand that it is my responsibility to conform to any city, county, state, federal, or other agency building codes and ordinances that may apply to this improvement/alteration and that approval by the ACC shall in no way be construed as a waiver as such.**

- ❑ **6. I agree that I will contact Canyon Gate Real Estate Services, or a member of the ACC, for a final inspection upon completion of the proposed improvement.**

- ❑ **7. I agree that no construction or other work on this improvement/alteration shall commence until I have received the written approval from the Association Architectural Control Committee. I understand that the Association ACC will act on this request as quickly as possible and contact me regarding their decisions.**

_____ _____

Name of Homeowner (Please Print) **Homeowner Signature**

RETURN TO: **RIO VALLEY HOMEOWNERS ASSOCIATION**
c/o Canyon Gate Real Estate
4141 Pinnacle Ste 211
El Paso, TX 79902
FAX (915) 533- 3580

Date Received _____