



Architectural Request Form

THE MANAGEMENT TRUST

3091 S. Jamaica Court #100

Aurora, Colorado 80014

303-750-0994 | 303-679-0300 | coinfo@managementtrust.com

PLEASE SUBMIT APPLICATIONS VIA THE HOMEOWNER PORTAL

Name: _____

Address: _____

Phone Number: _____ Email: _____

My request involves the following type of improvement:

___ Exterior Painting ___ Roof ___ Landscaping

___ Windows ___ Doors ___ Fence

___ Solar ___ Detached Structure ___ Other

Describe and submit supporting documents for change:

Please be sure you have included:

- A **completed and signed** Submission Form
- A description of the project, including; height, width, depth, materials, colors, paint species, etc.
- A complete materials list of the project, including: paint and/or stain colors
- Picture or drawing of the intended/ existing project (sketches, clippings, catalog illustrations and other data or links to websites)
- A site plan showing the location of the house along with any other structures on your lot and the proposed structure (including dimensions from the property line or other structures)

Planned Project Start Date: _____

Planned Project Completion Date: _____

HOMEOWNER ACKNOWLEDGEMENT

- I understand that I **must receive approval** from the Architectural Committee in order to proceed.
 - Any construction or alteration to the subject property prior to approval of the Architectural Control Committee is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE. If I refuse to do so and the District incurs any legal fees related to my construction and/or application, I will reimburse the District for all such legal expenses incurred.
- I understand that Association approval does not constitute approval of the local building requirements and that I may be required to obtain a building permit.
 - All proposed improvements to the property must comply with city, county, state and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge.
- I further certify that the contractor I have engaged to perform the requested services has provided proof of licensing and insurance.
 - This approval does not provide for any coverage from Ventana Metropolitan District or protect the contractor from any damages that may occur during the services requested.
 - Any exterior damage resulting from this request will be at the sole expense of the homeowner.
- I understand that if approved, said alteration must be maintained per the Declaration of Covenants, Conditions and Restrictions for the Ventana Community.
- I certify that the requested alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur because of this work or alteration.
- I acknowledge and agree that the Committee and District assume no liability resulting from the approval or disapproval of any plans submitted. The Committee and the District assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements.
- The Committee's review, comments, and/or approvals do not relieve the Builder/Applicant of their responsibility and obligation to comply with the Master Declaration, Master Design Guidelines, or Subdivision Guidelines as applicable. I agree to grant the Association access to property at any reasonable hour to inspect for compliance issues with 24 hours notice.
- It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. The District, ACC Committee and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.
- I agree to complete all improvements by the anticipated completion date.

Date: _____ Homeowner Signature: _____