

# Vista De La Luz Homeowners Association

## ARCHITECTURAL CONTROL COMMITTEE

### Request for Project Review and Approval

DATE OF

APPLICATION: \_\_\_\_\_

NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

CONTACT INFORMATION: \_\_\_\_\_

DAYTIME TELEPHONE: \_\_\_\_\_

CELL PHONE NUMBER FOR OWNER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Describe the proposed alteration in detail. Include a drawing of your property with the location and dimensions of the improvement indicated. Please attach additional information such as photographs, specifications, plans, samples, color swatches, and materials as needed. Please be as specific as possible.

\*\* Please note that documents larger than 11x17 will not be accepted with the application and will need to be submitted electronically. \*\*

All work is subject to federal, state and local building codes, ordinances and regulations and is the responsibility of the homeowner. Vista de La Luz Homeowner s' Association does not assume responsibility for compliance on any level. For your protection, we recommend that you use licensed, bonded, insured contractors.

Submit your request to: Vista de La Luz Homeowners Association  
C/O Corder and Company  
PO Box 45960  
Rio Rancho, NM 87174

EMAIL REQUEST TO: Associations@corderandcompany.com

Fax: (505) 212-0425

If this project impacts a common or party wall between homes then you must have your neighbor's approval as well and they must give you a letter or sign this application showing they have given their approval as well.

Written notification of approval or disapproval of your request will be mailed or emailed to you within 30 days of receipt of your request.

Please sign and date the attached Application / WAIVER OF LIABILITY form with your request. Your request will not be processed without this.

**Vista De La Luz  
Homeowners Association**

ARCHITECTURAL CONTROL COMMITTEE

Request for Approval

Description of Alteration:

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## Suggested Organization of Submittal

### Sheet 1 - Site Plan

- \_\_\_ Graphic scale (1'-20')
- \_\_\_ North arrow
- \_\_\_ Property Lines
- \_\_\_ Easements and setbacks
- \_\_\_ Location and orientation of existing and proposed structures
- \_\_\_ Sidewalk and Driveway location
- \_\_\_ Wall(s) location, height, and cross section for any retaining walls.
- \_\_\_ Dimensions of all site elements

### Sheet 2 - Landscaping Plan (if landscaping outside building envelope)

- \_\_\_ Graphic scale (same scale as Site Plan)
- \_\_\_ North arrow
- \_\_\_ Property lines
- \_\_\_ Easements
- \_\_\_ Identify type, location, and size of existing trees and/or shrubs. Indicate whether existing vegetation is to be preserved or removed
- \_\_\_ Identify proposed planting areas, including type, location and size of proposed trees, shrubs, and ground covers
- \_\_\_ Identify proposed turf areas, including type and square footage
- \_\_\_ Provide a description of the proposed irrigation system

### — Sheet 3 – Building Material Color Samples

- Exterior material and color
- Trim material and color
- Window style and frame color
- Garage door material and color
- Roof material and color
- Wall/Fence material and color

Any future exterior improvements or plantings which may have an impact on the environment or are visible from the street or adjoining property must be submitted to, and approved by the Architectural Control Committee in writing prior to commencement of construction or installation.

## WAIYER OF LIABILITY

1. If the modification is not completed as approved, said approval can be revoked and the modification will be required to be removed by the owner at the owner's expense.
2. Owner is required to advise all contractors that common areas are not to be used as work or storage areas. Contractors will also be held responsible for thorough cleanup of common areas, sidewalks and streets.
3. Owner is required to pay for and repair any and all damage to the common areas as a result of construction or contractor negligence.
4. Owner agrees to adhere to all applicable state and county building codes and to obtain all necessary permits. Owner understands that ACC approval, if given, will not relieve owner of such compliance and required permits.
5. Owner agrees to abide by the decision and terms and conditions of the ACC.
6. If the modification is not approved or does not comply, the owner may be subject to court action by the Homeowners ' Association and shall be responsible for all reasonable attorney's fees, costs and expenses in connection with such litigation.
7. Owner agrees to maintain the improvement if approved by the ACC.
8. Applications from tenants **will not** be accepted without the written consent and signature of owner on the Architectural Change Form.

This Application / Waiver of Liability is hereby signed on this \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Owner Date

\_\_\_\_\_  
Owner Date

\_\_\_\_\_  
**PROPERTY ADDRESS**

**Architectural Control Committee use only**

**Architectural Control Committee Approval** \_\_\_\_\_

**Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_

**Additional Comments**

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PLEASE BE AWARE THAT ANY CHANGES TO THIS PROJECT NEED TO BE APPROVED IN WRITING BY THE COMMITTEE BEFORE THE START OF CONSTRUCTION.