

Cardiff Glen II Homeowners Association
1512 Grand Ave, Suite 109
Glenwood Springs, CO 81601
(970) 945-7266 | Fax (970) 945-7281
crystalpropertymgmt@gmail.com
www.crystalproperty.com

Design Committee Requirements & Application For Architectural and Landscape Modifications

(Use other forms for fence, deck and exterior painting requests.)

The Design Committee of your HOA Board of Directors must approve any new or modified improvements that are **visible from the outside**. Please use the attached HOA's Design Review Application. Absolutely no alterations to the property are to be commenced until the Owner has received written approval on your application from the Design Review Committee. Starting a project without approval will not factor into any decision to approve or deny any request. You may have to remove, and/or incur penalties, for alterations made without written approval as outlined in the HOA's Covenants, Conditions & Restrictions (CC&Rs).

Approval by the Design Review Committee for any alteration does not alleviate the Applicant of any responsibilities in meeting the City's zoning, codes and in obtaining necessary permits. Vendors must:

- 1) be properly licensed per state and county rules. (General contractors must have a contractor's license.)
- 2) pull permits as applicable, and
- 3) have liability insurance and workman's compensation (if there are employees).

Homeowners may do projects but must have the necessary licenses and permits as required by local or state law. Work must be at a professional finish level.

Due to budget restrictions, projects may be approved but not funded. (An example is installing a doggie door; it may be approved but it is not something the HOA pays for.) Improvements that the HOA doesn't fund become the responsibility of the homeowner going forward. (If the doggie door leaks, it must be fixed at the owner's expense.)

Your request will be reviewed at the next Cardiff Glenn II Board Meeting. If the request is incomplete, you will be advised and asked to resubmit it for consideration at the following meeting.

Here are some of the things the Design Committee will be looking for on your Design Review application:

- Before and proposed After pictures - A mockup, sketch of the project, or pictures of a similar project completed by your vendor.
- Dimensions of the project.
- Listing of main materials such as lumber/composites, concrete, tile (proposed finishes),
- Provide 2 each of any paint you are proposing to use, if different from your house color or trim.
- Will there be changes to water, gas or electric? Need permits? Is an inspection required?
- List vendors you will use, and/or how the project will be completed.

Please submit **two (2) completed copies** of this application including requested alterations to the address above, c/o Don Wilden. One copy of the application will be returned to you; the other will be kept for Cardiff II's HOA records. The Design Review Committee will make a recommendation to the Board of Directors, who will review and make a final decision on the application at the next board meeting. You will be notified within three days of the Board's decision. Thank you for your cooperation in this matter. **The Cardiff II HOA Board of Directors**

Cardiff II Design Review Committee Architectural & Landscaping Alteration Application

Applicant's Name _____

Address (where alterations are to be made) _____

Owner ☐Yes ☐No Home Phone _____ Cell Phone _____

Project Title _____ Email _____

Project Start Date _____ Anticipated End Date _____

Why is this change being requested? _____

Vendor Name _____ Vendor Cell _____

Vendor Company Name _____ Vendor Email _____

Vendor insured? (Worker's Comp, Liability) ☐Yes ☐No ☐N/AIs vendor Licensed? ☐Yes ☐No ☐Not ApplicableHas HOA used vendor before? ☐Yes ☐No Who will pay the vendor? _____

Project Description (When this box is full and type starts to get smaller, continue on page 3.)

Use as many pages as needed. Please identify the proposed changes. Include vendor mockups, pictures, dimensions, materials, illustrations, paint colors, and vendor brochures as needed. Does this project require licensed professionals or building permits? If so, submit the required licenses and permits. You may do this on separate sheets. Be specific: type of materials, colors, name of vendor and phone, and any other pertinent information including photos, sketches, etc.

I have read and will abide by page 1 and have provided the necessary information on page 2.

Applicant Signature _____ Date _____

Submit this form via:

Email: crystalpropertymgmt@gmail.com

Mail: Cardiff Glen II HOA

1512 Grand Ave #109

Glenwood Springs, CO 81601

For Office Use:

Committee Review _____ Date _____

Board Decision ☐Approved ☐Not Approved _____ Date _____

Notes:

Continue here.