

San Marcos Estates HOA

REQUEST FOR ARCHITECTURAL CHANGE

Please complete this form in specific detail and attach further description, plans, pictures, paint samples and/or sketches to best describe the request and avoid response delays.

HOMEOWNER: _____ LOT #: _____

ADDRESS: _____

PHONE #: _____ EMAIL: _____

Description of Project: _____

Location on Property: _____

Dimensions: _____

Materials to be used: _____

Colors (Include specific locations - Trim, body, Pop-outs): _____

Est. Start Date: _____ Est. Completion Date: _____

Work to be Performed By: _____

Please submit this form via e-mail or USPS, along with other supporting documents to:

San Marcos Estates HOA
7150 E. Camelback Rd., Ste.444
Scottsdale, AZ 85251

or

email: elancommunitymgmt@gmail.com

If approved, the Homeowner agrees to maintain the improvement. If, in the view of the Board of Directors, the improvement is not as agreed or not being maintained, the HOA reserves the right to remove or maintain the improvement with the Homeowner bearing all costs. Homeowner agrees to comply with city, county or state laws and obtain any necessary permits.

Signature of Homeowner

Date

BELOW PORTION TO BE COMPLETED BY HOA REPRESENTATIVE:

The above described request is:

_____ Approved _____ Denied _____ Approved subject to the following conditions

Board Member or HOA Representative

Date

PLEASE PROVIDE ONE OR MORE OF THE FOLLOWING

PICTURE/S - ADDITIONAL DETAILS - DIAGRAM **OR** SKETCH OF PROPOSED PROJECT

A large, empty rectangular box with a black border, intended for the user to provide a picture, additional details, diagram, or sketch of a proposed project. The box occupies the majority of the page below the instructions.