



VENTANA

R A N C H

West

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 Design Review Committee (DRC) 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 COMPLETED THIS FORM IN DETAIL.

DATE: _____ PRINT NAME OF OWNER: _____

PROPERTY ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

SUBDIVISION: _____ BLOCK/LOT: _____

EMAIL ADDRESS: _____

- Briefly describe the improvement/change proposed: (include size and height)
- Who will do the actual work? (For your protection, we recommend that you use a license, bonded, insured contractors).

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

front of house back of house side of house
 roof patio garage
 other: _____

- Material necessary for proposed improvement/change (check and identify types and colors: MUST ATTACH ONE (1) PAINT/STAIN SAMPLE OF EACH COLOR

MATERIAL	TYPE/COLOR
<input type="checkbox"/> Paint	_____
<input type="checkbox"/> Stain	_____
<input type="checkbox"/> Lumber	_____
<input type="checkbox"/> Brick	_____
<input type="checkbox"/> Screen	_____
<input type="checkbox"/> Shingles	_____
<input type="checkbox"/> Pipe	_____
<input type="checkbox"/> Electrical	_____
<input type="checkbox"/> Fence	_____
<input type="checkbox"/> 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.

Owner's Affidavit:

1. To my knowledge, nothing in the proposed improvement/alteration is in violation of the Declaration of Covenants, Conditions, and Restrictions of Ventana Ranch West (the Deed Restrictions) as applicable to the subject lot.
2. I represent and warrant that the proposed improvement/alteration will be completed in strict compliance with the Deed Restrictions.
3. I understand that approval by the Board of Directors shall in no way be construed as a waiver of modification of the Deed Restrictions.
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 Board shall in no way be construed as a waiver as such.
6. I agree that no construction or other work on this improvement/alteration shall commence until I have received the written approval from the Association Design Review Committee. I understand that the Association DRC will act on this request as quickly as possible and contact me regarding their decision.

Construction Start Date

Completion Date

Signature of Homeowner

RETURN TO: VENTANA RANCH WEST COMMUNITY ASSOCIATION
4121 Eubank Blvd. NE
Albuquerque, NM 87111
(505) 323-7600 office / (505) 332-3323 fax
michael@carolrickert.com