

## Instructions regarding Architectural Changes or Repair Requests

Exterior maintenance of units is the responsibility of the Association and should be requested by submission of a Repair Request Form. However, some minor repairs/changes could be done by Homeowners if the work is approved by the Association's Architectural Committee (submit a completed Architectural Application Form).

Homeowners have flexibility in modifying their **limited common areas** within certain guidelines:

- \* repairs (e.g., to concrete, fences, or structural areas) may require licensed professional work approved by the City as well as the Architectural Committee (requires pre-approval)
  - such work may require proof of building permit (requires pre-approval)
  - such work may require The Ranches Master HOA approval in addition to Plum Creek Association approval (requires pre-approval)
- \* modifications cannot create fire/health/safety hazards
- \* damages to other areas as a result of modifications are to be paid by Homeowner at fault
- \* items suitable for Architectural Committee consideration are such things as:
  - Adding bark (should look like existing bark)
  - Adding shrubs (should look like existing shrubs)
  - Adding flowers (should not require added maintenance/care)
  - Adding trees (should be like existing trees)
  - Painting/repair of exterior surfaces (should be appropriate kind/quality, in matching colors), OR submit Exterior Repairs Form
  - Fencing of **limited common area** (according to The Ranches Master HOA and Plum Creek requirements)
  - Adding sprinklers, sod, landscaping, etc. to **limited common area**

Repairs in **common areas** (e.g., downspout lines, window well grates, sprinkler controllers, structural items, etc.) must be handled by the Association. Homeowners should submit a Repair Request Form. (Note: Repairs resulting from resident damage may be charged to the homeowner.)

**Plum Creek Condominium Association  
ARCHITECTURAL COMMITTEE**

**Application for Exterior Unit/Lot Modification**

(see instructions for use)

Homeowner's Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Plum Creek Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Telephone: \_\_\_\_\_ Other phone: \_\_\_\_\_

Brief Description of Request (What): \_\_\_\_\_

Statement of Purpose/Use (Why): \_\_\_\_\_

Projected Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Total Days: \_\_\_\_\_

Specifications: (include detailed measurements, color(s), product(s) identification number(s), description(s), etc.)

\_\_\_\_\_(√) **Diagram(s) with measurements attached.** \_\_\_\_\_

If applicable, what area(s) would be affected during/after construction? (e.g., identify temporary blocking of sidewalk or street; common-area storage of materials during construction; clean-up; dirt removal, etc. NOTE: No dirt may be left on the street.)

Who will perform the work? \_\_\_\_\_

Telephone: \_\_\_\_\_ Applicable business license # \_\_\_\_\_

***I have reviewed all applicable city ordinances and CC&Rs, and this request is in compliance.***

**Signature of Homeowner(s):** \_\_\_\_\_

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**Architectural Committee Authorization** \_\_\_\_\_ **(Initialed \_\_\_\_\_)** **Date:** \_\_\_\_\_

**OR:**

- \_\_\_\_\_ **Resubmit with more details/specifications.**
- \_\_\_\_\_ **Submit copies of city-approved plan(s) AND Building Permit(s).**
- \_\_\_\_\_ **Violates city ordinance(s) and/or Plum Creek CC&Rs.**
- \_\_\_\_\_ **Not suitable for the Plum Creek Community.**

**Plum Creek Condominium Association**

**Request for Exterior Structural Repairs**

Homeowner's Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Plum Creek Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Telephone: \_\_\_\_\_ Other phone: \_\_\_\_\_

Brief Description of Requested Repair(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_(√) **If possible, please attach picture(s).**

When did the damage occur? \_\_\_\_\_

How did the damage occur? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did this damage occur or exist during warranty? \_\_\_\_\_ If so, was the contractor notified? \_\_\_\_\_

What was done at that time? \_\_\_\_\_

\_\_\_\_\_

Who performed the work? \_\_\_\_\_

Their telephone or other contact information: \_\_\_\_\_

**Signature of Homeowner(s):** \_\_\_\_\_

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**Repairs Committee Authorization** \_\_\_\_\_ (**Initialed** \_\_\_\_\_) **Date:** \_\_\_\_\_

**OR:**

\_\_\_\_\_ **Homeowner, please resubmit with more details/specifications.**

\_\_\_\_\_ **Damage appears to be caused by owner/tenant neglect. Repairs to be paid by Homeowner.**

\_\_\_\_\_ **Damage appears to be partially caused by owner/tenant neglect. \_\_\_\_\_% to be paid by Homeowner.**

\_\_\_\_\_ **The Homeowner (not the Association) is responsible for these types of repairs.**

\_\_\_\_\_ **Committee does not feel repairs are needed at this time.**