

CIRCLE G AT HIGHLANDS WEST HOMEOWNERS ASSOCIATION APPLICATION FOR DESIGN REVIEW

All applications for changes to the exterior of your residence must be submitted to the Circle G at Highlands West Homeowners Association's Architectural Design Review Committee/Board of Directors. The Circle G at Highlands West Homeowners Association's Covenants, Conditions and Restrictions (CC&Rs) require that a homeowner obtain the prior written approval for any structural change, alteration or addition to property within the Circle G at Highlands West Homeowners Association. See Article 4 of the CC&R's. **Please see attached Design Guidelines for fee deposits.**

Please note that approved applications must be completed in a timely manner. A project completion date is required on the Application. If additional time is required for you to finish your project, an extension request is listed on the second page of these forms.

To comply with the CC&Rs, please submit this application with all the required attachments to:

Circle G at Highlands West Homeowners Association
c/o Vision Community Management
16625 S Desert Foothills Pkwy • Phoenix, AZ 85048
Phone: (480) 759-4945 • Fax: (480) 759-8683
Email: CircleGAtHW@WeAreVision.com • Website: www.wearevision.com

The time period for approval begins when this application is received by the Committee. The Committee may take up to (30) days to approve, approve with conditions, or disapprove the application. If you have not received any form of communication from the Committee or the Association after (30) days, please call the Community Manager for a status update.

Homeowner's Name: _____

Homeowner's Mailing Address: _____

City: _____ State: _____ Zip: _____ Lot #: _____

Property Address: _____

Phone: _____ Email: _____

The undersigned hereby submits its Application for Design Review to the Architectural Committee or the Board of Directors of Circle G at Highlands West Homeowners Association for review and approval of the following item(s):

New Home Build (Review fee payment required at the time of submittal per Design Review Guidelines)

Painting of residence Outer building Walls/fences

Installation of Landscaping Revamping of landscaping

Addition of: _____ to/on the residence (building)

Addition of: _____ to/on the lot (property/land)

Installation of a pool/spa

Other (please specify): _____

If both architectural and landscaping plans are submitted together, a fee of \$2,500 will be required. This money will be used as follows:

- \$300 will be paid to an architect selected by the Board for review and comment.
- \$200 will be paid to a landscape architect for review and comment on the landscaping plan.
- \$2,000 will be held in reserve to be refunded to the member when construction is complete. At this time, the Committee shall review construction with the member. If the submitted plans were followed during construction, \$1,700 will be refunded minus any violations which will be deducted prior to refund. The date on which the refund is sent to the owner will be the date upon which the Board will begin to track landscape compliance.
- \$300 will be held in reserve to be refunded to the member when landscaping is completed in accordance with the plan submitted. The \$300 will be refunded at completion of landscape compliance minus any violations which will be deducted prior to refund.

If the architectural plans are submitted without landscape plans, the submittal fee will be \$2,000 to be used as described above. However, at the time that the landscape plans are submitted, a \$500 fee will be required. The same \$200 will be given to the landscape architect as previously described, and \$300 will be held in reserve to be refunded when the landscaping is completed per plan minus any violations which will be deducted prior to refund.