



HOMEOWNERS ASSOCIATION

Sunwest Homeowners Association, c/o MSI LLC, 390 Interlocken Crescent, Suite 500, Broomfield, CO 80021-8041

Architectural Control Committee (ACC) Design Review Request Instructions

(To Make a Request go to <http://sunwest-hoa.org/Architecture.asp> and Use the Online Form)

It is extremely important that ALL EXTERIOR IMPROVEMENTS OR CHANGES be approved by the Sunwest HOA ACC. This is a requirement of the Declaration of Covenants, Conditions and Restrictions for Sunwest Subdivision. You can find the HOA legal documents here: <http://sunwest-hoa.org/documents.htm>. The intent of this requirement is not to prevent people from having any freedom of choice but to ensure their choices are in harmony with the overall appearance of the community. An attractive, harmonious community is a desirable place in which to live, and will also prove to be a better investment over time than one in which architectural control is not enforced.

An excerpt from the Sunwest HOA Rules and Regulations regarding Architectural Control follows.

- 1) Homeowners must submit appropriate documentation, plans, sketches, etc. to the Architectural Control Committee (ACC) and obtain approval from the ACC prior to making an improvement on the Property of any Lot. Such improvements shall include, among other things: paint, landscaping, additions, decks, sheds, play structures, and fences. ACC requests may be submitted online by going to <http://sunwest-hoa.org/Architecture.asp> with drawings, pictures, or other supporting documents sent as an email attachment to architecture@sunwest-hoa.org, or drop printed materials in the drop box located by the front door of 325 Conrad Drive. ACC requests may also be submitted in writing to the property management company. However, submitting requests by mail will significantly slow down the approval process.
- 2) Homeowners should be cognizant of neighboring homes when planning improvement projects. By taking an objective view of the improvement and surrounding areas, the better the likelihood the improvement will be approved.
- 3) Seasonal and or small landscape projects do not need to be approved by the Architectural Control Committee. These items would include such things as planting annuals, removing/replacing a tree/bush, adding bark/mulch/rock to an existing bed.
- 4) Article VIII of the Declaration of Covenants, Conditions and Restrictions for Sunwest Subdivision details specific requirements for improvement items (landscaping, decks, Xeriscaping, etc.). Please review these guidelines prior to making a submittal. You can find a copy of the Declaration of Covenants, Conditions and Restrictions for Sunwest Subdivision here: <http://sunwest-hoa.org/documents.htm>.

When filling out the online form, include as much specific information as possible. Be sure to include size, location, materials to be used and color. A general rule of thumb is this --- imagine you are on the Committee and you are reviewing the submission. Do you have everything necessary in order to visualize the completed project so you can make a judgment? If there are no unanswered questions in your mind based on the submission, then it is likely your submission is acceptable.

It is the responsibility of the homeowner to obtain any and all required construction permits from the Town of Erie, and/or Boulder County before starting work. ACC approval is conditional upon the homeowner having obtained all required permits.