

Chamisa Greens Homeowners Association

Architectural Change Form (Page 1 of 2)

Homeowner's Name:	Home Phone:
Address:	Cell Phone:
eMail Address:	Other Phone:

Plot plans, drawings and specifications as required must be attached with a complete description of the proposed change. These and other supporting documents **will not** be returned as they will become part of the permanent record in the homeowner's file.

Notice of approval or disapproval will be conveyed to the homeowner via email (or postal mail if needed) within 30 days from date of receipt of the application. **No work should begin before approval from the Architectural Change Committee (ACC) has been received by the homeowner.**

Please note: This architectural change process reflects a relationship between the ACC and a Chamisa Greens homeowner. Tenants residing in Chamisa Greens or property management companies overseeing properties in Chamisa Greens cannot approve architectural changes to a residence.

In the event the ACC fails to approve or disapprove plans, specifications, or other submitted information within 30 days after receipt thereof by the ACC, then the homeowner should contact Corder & Company at (505) 896-7700 to follow up on the request.

Describe below the improvement, addition or alteration being submitted for approval. Please include such details as dimensions, materials, colors, design, location, and all other pertinent information. Use photos and samples as needed. Be specific as possible. Additional sheets may be attached as needed.

All work is subject to applicable building code restrictions and requirements. The Chamisa Greens Homeowners Association does not in any way assume responsibility for compliance with any or all governmental laws, regulations, or code ordinances. Note: Homeowners should protect themselves by using licensed, bonded, and insured contractors. The submitted change is to be completed within 60 days of commencement of the work required for the change.

Send to:

Corder & Company
Attn: Ana Aragon
P.O. Box 45960 Rio Rancho, NM 87174
associations@corderandcompany.com

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WAIVER OF LIABILITY

I/we understand and will comply with the following:

- If the modification(s) is not completed as approved by the ACC, said approval can be revoked and the modification(s) will be required to be removed by the homeowner at the homeowner's expense.
- Homeowner is required to advise all contractors and self that common areas are not to be used as work or storage areas. Contractors or self will also be held responsible for thorough cleaning of common areas, sidewalks, and streets.
- Homeowner is required to pay for and repair any damage to the common areas as a result of making the architectural change (regardless of who makes the change).
- Homeowner agrees to adhere to all applicable state, county, and city building codes and to obtain all necessary permits. Homeowner understands that ACC approval, if given, will not relieve homeowner of such compliance and permits.
- Homeowner agrees to abide by the decision and terms and conditions of the ACC, or (in the case of an appeal) the Chamisa Greens HOA Board of Directors.
- If the architectural change(s) is not approved by the ACC or does not comply with stated ordinances (HOA or governmental), the homeowner may be subject to court action by the Chamisa Greens HOA and shall be responsible for all reasonable attorney's fees, costs, and expenses in connection with such litigation.
- Homeowner agrees to maintain the approved architectural change. If in the view of the Chamisa Greens Board of Directors, the architectural change is not being maintained, the Chamisa Greens HOA has the right to remove or maintain the architectural change with the homeowner bearing all costs.
- Requested architectural changes from tenants or property management companies will not be accepted without written consent and signature by the homeowner associated with requested change(s).

This Waiver of Liability is hereby signed on this _____ day of _____, 20____.

Homeowner: _____