

OSHARA VILLAGE OWNERS' ASSOCIATIONS
ARCHITECTURAL REVIEW COMMITTEE SUBMITTAL FORM
REQUEST FOR APPROVAL OF IMPROVEMENT AND/OR ALTERATION

In an effort to provide and protect each individual owner's rights and values, it is required that any owner(s) or group of owners considering improvements and/or changes to their property, must submit this form, a \$25.00 deposit and all requested documents and/or items to the Architectural Review Committee (ARC) for their review and a subsequent Oshara Village Homeowner's Association (HOA) decision. Although most decisions will take considerably less time, know that the ARC and HOA have up to 30 business days in which to do their reviews and render a final decision. Also know that the ARC or HOA has the authority to require the owner to remove an improvement and/or alteration from a property that has not been approved.

*Out of Respect for Oshara Village neighbors, it is expected that new homes will be completed within 2 years from the beginning of construction. An extension may be requested from the ARC for unanticipated delays.

PLEASE COMPLETE THIS FORM IN DETAIL TO AVOID DELAYS IN PROCESSING!

An incomplete form or a request with insufficient information will be returned to the owner. **Please print or type all information clearly to avoid delays in processing your request.**

OWNER(S) NAME(S): _____

PROPERTY ADDRESS: _____ LOT #: _____

CONTACT NAME & PHONE NUMBERS: _____

APPLICABLE EMAIL(S): _____

1. Briefly describe the improvement and/or alteration proposed: (include dimensions – length, width, height). Attach additional information, photos, and detailed plans as necessary.

2. Who will do the actual work? _____

3. If applicable, show the physical location of the improvement and/or alteration on the lot. Attach an Improvement Location Report (ILR) or a scaled drawing, and include distances from existing walls/fences, other improvements, and the property lines. If an ILR or drawing is not applicable for this improvement and/or alteration, indicate by a checkmark the approximate area of impact on the existing improvement.

_____ front of home/live-work, _____ back of home/live-work, _____ side of home/live-work,
_____ roof, _____ patio, _____ garage, _____ other: _____

4. Material(s) needed for proposed improvement and/or alteration (checkmark, identify items needed or that will be impacted, indicate the specs if applicable and state "NA" where not applicable or used)

_____ Paint Color _____ (include color sample) Or, will match existing. Yes _____

_____ Stain Color _____ (include color sample) Or, will match existing. Yes _____

_____ Lumber _____

_____ Stucco/Brick/Siding _____

_____ Screen _____

_____ Shingles/Roofing _____

_____ Pipe _____

____ Electrical _____
____ Fence/Wall _____
____ Other: _____
____ Other: _____

Owner's Acknowledgement and Affidavit:

1. I have reviewed the Oshara Village Design Code & Regulations for Improvements & Alterations, and to my knowledge, what is proposed is in compliance.
2. I represent and warrant that the proposed improvement and/or alteration will be completed in strict compliance with aforementioned Code and Regulations, the Oshara Village governing documents and in accordance with the approval, if granted. Any changes to such approval may require additional review by the ARC, and I agree that members of the ARC may inspect the progress of any approved improvement and/or Alteration, with appropriate prior notice.
3. I represent and warrant that the proposed improvement and/or 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.
4. 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 and/or alteration, and that approval by the ARC Committee shall in no way be construed as a waiver as such.
5. ***I agree that no construction or other work on this improvement and/or alteration shall commence until I have received the written approval from the Architectural Review Committee. I agree to notify the ARC of completion for final approval. I understand that the Committee will act on this request as quickly as possible and I will receive written confirmation of their decision.***

Signature(s) of Owner(s) Date

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Should you have additional questions, please call Victoria Maestas 505-995-3134 Ext 58610 at Sentry Management.

FOR DELIVERY OF THIS SUBMITTAL FORM, SIGN, DATE, AND DELIVER TO SENTRY MANAGEMENT AS FOLLOWS:

EMAIL TO: v.maestas@sentrymgt.com

OR HAND DELIVER TO:

Sentry Management
Attention: Victoria Maestas
508 W. Cordova Road
Santa Fe, NM 87505
(In the Trader Joe's shopping center, at the opposite end, upstairs)