

VILLA MONTEREY IV

APPLICATION FOR ARCHITECTURAL REVIEW/EXTERIOR & PAINT CHANGES

Changes to the exterior (including paint) of the VM IV homes require Board of Director approval and may also require building permit(s) and additional levels of approval by the City of Scottsdale and/or the City's Historic Preservation Commission.

\*\*\*Note that work is not to begin before receiving written approval from the Resort Park Board of Directors (HOA Board) and the appropriate offices of the City of Scottsdale, as applicable\*\*\*

**I. HOMEOWNER INFORMATION**

HOMEOWNER NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
STREET CITY/STATE ZIP

LOT NUMBER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**II. OWNER'S REPRESENTATIVE (if applicable):**

CONTACT NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**I UNDERSTAND AND AGREE THAT:**

*The above and attached information is complete and accurate to the best of my knowledge. Improvement work/installation is to be at no cost to the Association. Any further maintenance, repairs or damage related to, or caused by this improvement, shall be the responsibility of the owner, heirs or assigns. Any deviation from the approved plans and specifications outlined in the application shall require subsequent approval from the HOA Board of Directors. Failure to obtain such subsequent approval will nullify the approval of the HOA Board of Directors and said improvements shall be deemed to have been undertaken without the Board's approval.*

*I understand that my proposed improvements may require approval from the Scottsdale Historic Preservation Commission and a building permit from the City of Scottsdale or other government agencies and I will obtain all required permits before commencing any work.*

*I will assume responsibility for all future maintenance of this addition or improvement.*

OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



Changes requiring approval include but are not limited to:

- > painting the front exterior of the home/carport (even if the color remains the same)
- > front yard landscaping and courtyard additions
- > driveway changes (including re-surfacing)
- > carport changes, including carport-to-garage conversions
- > changes to windows, awnings and shutters
- > party wall or fence modifications, etc. (to be approved by affected neighbors) **this is a separate form**

**\*\*\*In general, any exterior changes that are visible to neighbors or the public require approval\*\*\***

Homeowners (not renters), please complete this application...**IN IT'S ENTIRETY...** and attach copies of your proposed property improvements. Please return pages 1 & 2 of the application, and documentation can be dropped off inside the Clubhouse at the office door mail slot (not outside the Clubhouse in the USPS postal box) or emailed to Liz Boyle, ARC Director at [INFO@RESORTPARK.ORG](mailto:INFO@RESORTPARK.ORG) (if no hard samples are required). A message may also be left on the HOA voicemail at [\(480\) 990-2528](tel:4809902528).

### III. YOUR APPLICATION MUST INCLUDE:

- A) Detailed description of improvements including materials and colors
- B) Photos of the current conditions
- C) A drawing (to scale) of the lot showing location of residence, neighboring lot lines, sidewalk, driveway and street locations  
  
The drawing must also show locations and dimensions of proposed improvements
- D) Complete list and size of plants (including size of trees at maturity)
- E) Dimensions of hardscape materials (please include samples)
- F) Confirmation that 811 has been contacted to mark underground utilities