

DRC Application Cover Letter

This cover page is provided for your information. Please keep this for your records.

2012 DRC Review Dates and Deadlines

Deadline to Submit to Mgmt Office (process application, confirm all info received)	DRC Review Date (DRC has 30 days to respond starting from this date)	Date owners should receive response letter back in the mail (note we DO NOT give out response via phone or email) ALLOW ADDITIONAL DAY FOR HOLIDAYS
January 12	January 18	January 23
January 26	February 1	February 13
February 9	February 15	February 27
March 1	March 7	March 19
March 15	March 21	April 2
March 29	April 4	April 16
April 12	April 18	April 30
April 26	May 2	May 14
May 10	May 16	May 28
May 31	June 6	June 18

GOOD TO KNOW:

If you are making any changes to the exterior of your home you will be required to submit a plot plan along with your applications. Applications without this plot plan will be returned as incomplete.

Landscape drawings do not have to be professional. You may hand draw your plans as long as they are specific. Please remember to include items such as plant name, size, type, etc...

Painting Submittals:

Want to paint RIGHT now? Well we have mainstreamed this process. The Management Company has copies of the TrailMark approved paint books in our office. As long as you are choosing directly from this book and all of the colors are in the same scheme as outlined in the book then you may receive **IMMEDIATE** approval.

For Immediate Paint Approval:

Go to the CMA office (address below) with a photo of the entire front of your home (we will need to keep this photo), review the books and colors, complete the application and sign off on the color scheme you will be using. We will immediately approve your application and provide you with an approval letter.

*Please contact Natasha Henricks at 303-468-3746 option 7 or via email at :
nhenricks@coloradomanagement.com to schedule a time to come to our office.*

*Colorado Management & Associates
13900 E. Harvard Ave. Suite 330
Aurora, CO 80014*

(Located just SE of Iliff & I-225)

TrailMark Homeowners Association

C/o Colorado Management & Assoc. 13900 East Harvard Ave. # 330 Aurora, CO 80014 Office 303-468-3746 Fax 720-748-3021

Application for Home Improvements and Modifications

In an effort to provide and protect each individual homeowner's rights and property values, it is required that any homeowner or group of owners considering improvement(s) and/or change(s) to their home or property submit an **"Application for Home Improvements and Modifications"** to the Design Review Committee. If any change is made that has not been approved, per the governing documents, the HOA may require an owner to change or remove an improvement. **In addition, plans, sketches, drawings, illustrations, photographs, dimensions, and material samples should be provided to sufficiently describe the project in detail.**

Homeowners Information

Name	Date
Property Address	Email
Home Phone No.	Work Phone No.
Mailing Address (if different)	Alternative Contact Person/Number:

Please circle Type of Request:

Back-yard Landscape	AC/Swamp Cooler	Awning	Dog Run	Exterior Lighting	Fence
Front-yard Landscape	Firewood Storage	Gazebo/Pergola	Greenhouse	Paint Color Change	Trees
Permanent Sport Court	Play Equipment	Patio/Deck	Pool/Spa	Playhouse/Swing Set	Roofing
Room Addition	Satellite Dish	Skylight	Solar Device	Storage Areas	Storage Building

If OTHER Please Describe:

PAINTING:

Circle color scheme: Series 400 / 500 / 600 / other	This color scheme EXACTLY as it is shown in the paint sample book YES NO
Siding (Elevs A & B)	Fascia / Exposed Beams
Trim	Garage Door (Front Entry Door)
Accent Trim, Shutters, Accent Vent Louvers, Balusters & Front Entry Door	Accent Paint for Stucco ("C" Elevs)

Permanent Sport Courts Adjoining Neighbors Approval Required for Board Review

Address:	Signature:
Address:	Signature:
Address:	Signature:

STORAGE BUILDING: Always check with the City building permit and zoning departments

<i>Plot map must be included with <u>Application showing location of building on map.</u></i>	Square footage of building	Dimensions of building
Height of building (from highest peak to ground): _____	Setback from property line: _____	
Type of foundation / caissons: _____	Setback from all other structures (including neighbors): _____	

Please include a sample of all improvements! (Example: Paint chip/swab/swatch, roofing shingle, siding sample, solar screen sample, etc.) In signing this application, I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete. I understand that any misstatements, falsification or omission of information shall be grounds for denial of this application. I further understand that the Design Review Committee has thirty (30) days upon their receipt of my completed application, to review and I agree not to begin property improvements or modifications until the Committee notifies me, in writing, of their decision. If no response is received by within 30 days then I understand that my application is considered denied and I will need to contact the management company to discuss. HOA approval does not substitute for any County/State required permits. Owner is responsible for adhering to all Local/County/State guidelines and assuring that they have any necessary permits or approvals needed. I have answered, truthfully, all questions pertaining to the proposed mentioned improvement or modification and have attached all samples, plans and permits required.

Homeowners Signature (REQUIRED)	Date
Improvement Start Date	Improvement Completion Date

Please return application to: Colorado Management & Associates
Attn: Natasha Henricks
13900 East Harvard Ave., #330
Aurora, CO 80014

Email Option: nhenricks@coloradomanagement.com

Special Note: Please make sure that your plan is complete with as much detailed information as possible; pictures are extremely helpful. Turnaround time is typically 2-3 weeks however per the Governing Documents the association has up to 30 days to respond from the date the DRC receives your completed application. Once we receive your application we will send you a letter in the mail confirming that it has been received. If you do not receive the letter within 1 week please contact our office to confirm receipt. Please do not call for the status of your application as we do not give out approvals over the phone.

Design Review Committee Use Only

Recommendation of the Committee: _____ Approved _____ Approved w/ Conditions _____ Denied
Comments/Conditions/Reason for Denial:

DRC Signature 1	Date
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Date Completed Application received by DRC Committee for Review: _____ **Initials:** _____