



TrailMark Homeowners Association, Inc.  
Littleton, CO 80127

c/o Worth Ross Management Co., AAMD  
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Denver, CO 80202  
Ofc: (303) 309-0368  
[www.worthross.com](http://www.worthross.com)  
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[designreview@trailmarkhoa.org](mailto:designreview@trailmarkhoa.org)

**Design Review Committee**

**Home Improvement Notice of Completion**

Article 4 Architectural Approval of the Declaration of Covenants, Conditions and Restrictions for Chatfield Green, n/k/a TrailMark Homeowners Association, Inc. Section 4.12 Notice of Completion states that upon completion of the Improvement to Property the Applicant (homeowner) should give written Notice of Completion to the Design Review Committee. Section 4.13 Inspection of Work states that the Design Review Committee or its duly authorized representative shall have the right to inspect any Improvement to Property prior to or after completion.

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if different from property): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Request Approval Date: \_\_\_\_\_ (Note: See letter from TrailMark Homeowners Association, Inc.)  
(mm/dd/yyyy)

Notice is hereby given that the improvement as approved by the TrailMark Design Review Committee ("DRC") has been completed and has met all conditions and requirements.

Color photographs of the completed Improvements must be included with the Notice of Completion. The Committee will review the photos to determine if the Improvements were constructed according to the approved plan. Once approved, your file will be considered closed.

In addition to photo review, the Design Review Committee may visit the site within (60) days after receiving the Notice of Completion if they are unable to determine from photos whether the Improvements were constructed according to the approved plan.

**Homeowner Comments:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Inspected: \_\_\_\_\_ Inspected by: \_\_\_\_\_

APPROVED

DISAPPROVED

Inspection Comments:

**NOTE:** The Design Review Committee reviews requests the 1<sup>st</sup> and 3<sup>rd</sup> week of each month, schedules permitting. To ensure timely review of your improvement, please submit your Notice of Completion by noon, the Friday prior to the scheduled meeting.