

# MS HOMEOWNERS ARCHITECTURAL CHECKSHEET

Reference: Declaration of Covenants, Article V; Section 9, and VI; Sections 2 to 5

The purpose of this check sheet is to allow for approval process on home and site improvements submitted to the Architectural Control Committee. The committee suggests that you review your MS Homeowners Association Covenants and familiarize yourself with conditions and restrictions set forth, as they may apply to your home. Please fill out this form and submit with your plans or drawings. Submit paperwork to MS Homeowners Association, 607 S. 7th St. Grand Junction CO 81501 or contact@hoaservicesco.com

Homeowner Name: \_\_\_\_\_ Phone \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Type of Project: \_\_\_\_\_

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## Project Information Required for Submittal

### All Requests:

\_\_\_\_\_ Date on Drawing  
\_\_\_\_\_ A plot plan or drawing with appropriate layout; including but not limited to: dimensions/scale of structure  
\_\_\_\_\_ Construction Only: Setback distances; structure distances perpendicular to adjacent property lines (check with Mesa County Planning Department for proper setback requirements)  
\_\_\_\_\_ Description of materials to be used: \_\_\_\_\_  
\_\_\_\_\_ Proposed starting date of construction \_\_\_\_\_  
\_\_\_\_\_ General Comments \_\_\_\_\_  
\_\_\_\_\_

### Fences/Landscaping:

\_\_\_\_\_ Submit drawing with heights and location of fence/landscaping on property  
\_\_\_\_\_ Types of material to be used \_\_\_\_\_  
\_\_\_\_\_ Location of irrigation/sprinkler system (if applicable).

**Changing Colors:** Approval needed by Architectural Control Committee only if you are considering changing the color of your home or fencing; **Need at least five (5) days for approval**

\_\_\_\_\_ Paint chip submittal required (minimum 2 square inches)  
\_\_\_\_\_ Date paint chip received by Architectural Committee member \_\_\_\_\_

Note: to seek approval for all structural improvements, plans and this checklist must be submitted together to member(s) of the Architectural Control Committee. The Committee has up to 30 days to approve or disapprove plans/drawings for project. Further submittal will be necessary for approval of Mesa County Building/Planning Departments (for construction only) to assure that permits are issued and proper codes and regulations are met by homeowner.

**I understand and have read the conditions and regulations of the architectural control committee set forth in the "Declaration of Covenants, Conditions and Restrictions for MS Homeowners Association.** I further understand that up to 30 days may be required for approval once the plan or drawings are submitted to a committee member.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_ Yes \_\_\_ No  
Architectural Committee Member \_\_\_\_\_ Date: \_\_\_\_\_

In the event that the ACC observes improvements, renovations or changes being made to property that has not been approved, the ACC will notify the Board of Directors. The Board of Directors will send a letter to the Owner noting the violation. Construction must stop immediately, and the required Checklist and plans must be submitted to the ACC within ten (10) days of notice from the Board of Directors.

If the violation is not corrected, the Owner will be sent a letter specifying when fines can be levied. (See Enforcement Policy)

Owners have the right to request an extension for compliance or appeal any decisions or fines to the Board of Directors.

**Definitions:** Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning therein.

**Supplement to Law:** The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the Project.

**Deviations:** The Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.

**Amendment:** The Board of Directors may amend this procedure from time to time.

**President's Certification:** The undersigned, being the President of the Association, certifies that the Board of Directors of the Association adopted the foregoing resolution and in witness thereof, the undersigned has subscribed his/her name.

**MS Homeowners Association**

\_\_\_\_\_  
**President**

**Effective Date:** \_\_\_\_\_