

MISSION MANOR AT RAY RANCH HOMEOWNERS ASSOCIATION

760 SOUTH STAPLEY DRIVE #3
MESA, AZ 85204
Ph: 480-844-2224 / Fax: 480-844-2061

Architectural Change Request Form

Name:	Lot #:
Address:	
Home #	Work/Cell #:

The Homeowner understands and agrees that no work shall commence until written approval has been received. The Homeowner agrees to maintain the improvement if approved by the Board of Directors or their duly appointed representative. If, in the view of the Board of Directors, the improvement is not being maintained, the Association has the right to remove or maintain the improvement with the Homeowner bearing all costs. The Homeowner agrees to comply with all city, county and state laws and to obtain all necessary permits. Architectural requests will be reviewed and a decision made by the Architectural Control Committee (ACC) within forty-five (45) days from the date of receipt by the ACC.

Prior to the ACC review, the homeowner must sign to verify that: 1). His/Her Association fees are paid and current; 2). No liens and/or fines are owed to the Association; and 3). I understand and agree that, no work on this request shall commence until written approval has been received.

Homeowners Signature:	Date:
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REQUEST

Description of Request: Provide full details of purpose and/or reason, type, color, size of improvement and materials. Use additional 8 1/2" x 11" paper if necessary.

NOTE: AN ACCURATE TO SCALE DRAWING MUST BE ATTACHED AND AN ACCURATE SITE PLAN MUST BE INCLUDED.

1. Contractor Name, Address and Phone Number (License Number if available):	
2. Description of work to be done:	
3. Type of materials to be used:	
4. Color(s) to be used (include sample paint chips or materials if appropriate-refer to authorized colors sheet):	
5. If structure is to be erected, include all dimensions (height, width, etc.) and include all set-backs from property lines.	
6. Project Beginning Date:	7. Project End Date:

TO BE COMPLETED BY THE ARCHITECTURAL CONTROL COMMITTEE

MISSION MANOR AT RAY RANCH ARCHITECTURAL REQUEST FORM Page 2	Date:
	Lot #:
	Name:

The Architectural Control Committee has taken the following action on this application:

	REJECTED: Application does not meet the Design Guidelines for the Homeowners Association
	REVIEWED THE APPLICATION: The following revision and additional submissions are required for approval by the Homeowners Association:
	REVIEWED AND CONDITIONALLY APPROVED the Architectural Change Form with the following changes required:
	REVIEWED AND APPROVED the Architectural Change Request Form submitted as meeting the requirements of the Homeowners Association. This approval constitutes issuance of the Certificate of Approval. This approval is subject to all applicable City, county and state permits, codes and regulations. These are the responsibility of the homeowner.

Architectural Signature:	Date:
Executive Board Signature:	Date:

Revised: 16 January 2006

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MESA, AZ 85204**

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Dear Member:

One of the many benefits of living in a Planned Community like Mission Manor at Ray Ranch is architectural control. In accordance with Article VII, Section 2 of the Declaration of Covenants, Conditions and Restrictions (CC&R's):

"No building or exterior or structural improvements of any kind, fences, walls, Party Walls, solar collectors, antennas (including customary TV antennas), satellite dishes, underground TV apparatuses, broadcasting towers, other structures, Lot Improvements, landscaping or landscaping changes, or changes to the exterior colors of any of the foregoing (collectively, the "Alterations") shall be commenced, erected, made, structurally repaired, replaced or altered . . . until the plans and specifications showing the nature, kind, shape, size, height, color, material, floor plan, location and approximate cost of same shall have been submitted to and approved by the Committee."

To obtain approval, please complete the attached Architectural Change Form and return it to the Association for review. Please note that TWO (2) accurate drawings of the proposed structure, or improvement must be attached to this form indicating your lot dimensions, the location and dimensions of the structure or modification(s) and the distance from all perimeter walls. For room additions, patio covers or anything that must tie into the roof line of your home, a permit from the City of Chandler may be required and must also be attached to this submittal.

Within forth-five (45) days after the date of receipt by the Architectural Control Committee, your submittal will be returned to you approved, denied or requesting additional information.

Your cooperation in submitting for approval prior to installation is both required and greatly appreciated. Should you have any questions regarding architectural control or specific questions regarding your submittal, please feel free to contact the Association at one of the numbers above.

Mission Manor at Ray Ranch Homeowners Association