



## Ridgepoint Architectural Control Approval Request

Updated 1/2023

This form must be submitted with EVERY request. The areas marked \*\*\*, MUST BE COMPLETED/ and SIGNED by homeowner before accepting form

Please submit all plans, requested forms and accompanying documentation to: **Any member of the ARC or Ridgepoint Board**  
ARC: Lori Graham, Ron Hansen, Gina Johnson, or Amy Alonzo BOARD: Jeff VanWyk, Austin Bridwell, or Ron Servis

DATE FORM SUBMITTED: \_\_\_\_\_ NAME OF PERSON ACCEPTING FORM: \_\_\_\_\_

\*\*\*HOMEOWNER(S) REQUESTING APPROVAL: \_\_\_\_\_

\*\*\*LOT: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

\*\*\*PHONE: (H) \_\_\_\_\_ (O) \_\_\_\_\_ (C) \_\_\_\_\_

\*\*\*My request involves the following type of improvement:

☐ Approval to access my property if needed

Play Equipment \_\_\_\_\_  
Deck/Railing \_\_\_\_\_  
Drive/Sidewalk Addition \_\_\_\_\_  
Fencing \_\_\_\_\_  
Landscaping \_\_\_\_\_  
Doors/Windows \_\_\_\_\_  
Other \_\_\_\_\_

Painting/Color change \_\_\_\_\_  
Patio Cover/Awning \_\_\_\_\_  
Roofing \_\_\_\_\_  
Room Addition \_\_\_\_\_  
Planters \_\_\_\_\_  
Patio \_\_\_\_\_

\*\*\*Briefly Describe Improvement (attach additional documentation as needed):

☐ Detailed plans, paint chips, fabric swatches etc. are attached.

I understand that I must receive approval of the Architectural Review Committee (ARC) and approval of the Ridgepoint Board, in order to proceed. I agree to complete improvements promptly after receiving approval. I have read the Covenants, Conditions and Restrictions, the Rules and Regulations, and Design Review Guidelines and will comply with these documents.

(ALL Documents are found at: [www.neighborhoodlink.com/jeffco/ridgepoint/](http://www.neighborhoodlink.com/jeffco/ridgepoint/))

I understand that Association approval does not constitute approval of the local building department and that I may be required to obtain a building permit. I understand that my improvements must be completed per specifications or approval is withdrawn. Please contact a Board Member when project is complete.

\*\*\*Estimated Completion Date: \_\_\_\_\_ \*\*\*Homeowners' Signature: \_\_\_\_\_

I. ARC Approval Initials (3 required):

L. Graham

G. Johnson

A. Alonzo

R. Hansen

II. HOA Board Member Signatures (2 required): \_\_\_\_\_

III. Approval Date: \_\_\_\_\_ IV. Homeowner contacted: \_\_\_\_\_ Date: \_\_\_\_\_ Initial: \_\_\_\_\_

FINAL Completion and Approval: \_\_\_\_\_ Date: \_\_\_\_\_

(Board Member only)

Ridgepoint HOA Board Member Signature Required at completion of project for Final Approval



## ***Ridgepoint Architectural Control Request Procedures***

The Architectural Control Request process requires 3 signatures of approval from members of the ARC (Architectural Review Committee) and 2 signatures from Board members **BEFORE** the project begins. **PLEASE READ ALL GUIDELINES** (Rules & Regulations as well as Covenants) **BEFORE SUBMITTING PROPOSALS TO AVOID DELAYS.**

When the project is completed, the homeowner must contact the person the form was submitted to (or any member of the ARC or Board) in order to obtain the required final sign-off of the project from a Board Member. Copies of the fully signed final approval will be given to the homeowner by request, as well as placed in the ARC permanent resident file.

All residents must obtain the ACC approval before starting any exterior project on the house as well as landscape projects which involve changes to the original design/footprint of the yard including planting of trees. This includes changing the ratio of plants-to-hardscaping which must follow strict guidelines. Replacement trees of the same type are automatically approved with the exception of Aspen trees which are no longer allowed in Ridgepoint (as of 2008). Exceptions are: Repainting a house the **EXACT COLOR**, Replacing deck surfaces with **NO CHANGE TO FOOTPRINT OR STRUCTURE**, Window replacements of generally the **SAME STYLE**, and Solar Installations that meet the guidelines set forth in the Rules and Regulations. The Homeowner is responsible for getting the appropriate permits **BEFORE** starting a project.

Projects started without the proper approvals may result in project approval delays, or removal of the addition, at the expense of the homeowner.

### **1. Complete the ENTIRE Architectural Control Request Form**

-include, a **DETAILED** description of improvement as well as any site-plans/drawing that will be used to complete the project or help clarify the work that is being done.. (these can be returned to the homeowner by request)

-make sure you have read **ALL** required documentation, to avoid a delay in processing your request, by submitting requests that will not be approved

### **2. Submit the request directly to: Any member of the ARC or Ridgepoint Board (listed on the other side)**

### **3. Be sure to allow at least 2 weeks for approval of the request from date form is submitted (3 weeks in the summer)**

- Your request will be processed sooner if possible, but allow this time before scheduling a contractor.
- During the time of review, you may be visited by members of the ARC Committee and/or the Board.
- Emergency requests will only be allowed in cases where there is a dangerous situation or property damage is occurring that needs to be remedied immediately i.e. a deck that is falling down, re-landscape due to broken pipes etc..

### **4. You will be contacted by the Architectural Review Committee or the HOA Board when approval has been granted and the project may commence.**

- If a request is denied, you will receive a written letter from the HOA Board, describing **WHY** the project was denied with suggestions for bringing the improvement into compliance, when possible.
- You may resubmit plans as many times as you wish to meet the required criteria.

### **5. Upon completion of the project, please contact the HOA Board so that a FINAL inspection can take place, and Final Sign-off Obtained.**

***Thank you in advance for following these procedures here at Ridgepoint!***

\*\*\*\*\*FOR USE BY THE ACC COMMITTEE ONLY\*\*\*\*\*  
COMMENTS/CONCERNS