

# Emerald Mesa HOA Modification Request Form

(To be used for any alteration, addition or modification to structure as required by CC&R's)

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Unit #: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-mail \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Requesting Approval of: \_\_\_\_\_

Type of Material (attach samples/pictures/brochures where applicable): \_\_\_\_\_

Colors to be used (attach samples/pictures/brochures where applicable): \_\_\_\_\_

Estimated Date of Completion: \_\_\_\_\_

### Read and Initial all items below:

- Submittal must include a diagram indicating location of requested alteration and all applicable measurements and/or dimensions.
- Applications will not be considered if filed by owners who are delinquent in payment of fees, fines or other charges.
- Incomplete submittals will be denied.
- No construction materials may be placed on common areas without express written approval by the HOA.
- Construction debris or material may not be discarded in the community trash facility. Contractor must remove waste and debris from the community.
- Homeowner agrees to comply with all applicable city and state laws, and to obtain all necessary permits.
- Approval by the Committee of Architecture shall not be deemed a warranty or representation as to the quality of such construction, installation, addition, alternation, repair, change or other work, or that work conforms to any applicable building codes or other federal, state or local law, statute, ordinance, rule or regulations.
- Architectural Design request will be reviewed within 30 days.

*Please send completed form to:*  
**Emerald Mesa HOA - c/o Red Mountain Management**  
P.O. Box 30730, Mesa, AZ 85275-0730 or by fax to 480-664-1603

Space below is for committee/board use

*Request received by* \_\_\_\_\_ *on* \_\_\_\_\_.

*Request was reviewed* \_\_\_\_\_ *and is:*

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Conditionally Approved: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

Emerald Mesa HOA: \_\_\_\_\_

(Signature of committee/board representative)