



ARCHITECTURAL REVIEW (ARC) APPLICATION FOR IMPROVEMENTS

THIS FORM MUST BE COMPLETED AND APPROVED **BEFORE** ANY CHANGES ARE MADE.

Please print clearly and make a copy for your records. **A PHOTOGRAPH OF THE EXISTING WINDOWS/DOORS/FLOORING/INTERIORS MUST BE SUBMITTED WITH THE APPLICATION**

Proof of insurance is required for the Owner of the Unit and all contractors.

A/C UNITS – PICTURES OF THE EXISTING A/C UNIT (S) AND THEIR LOCATIONS MUST BE PROVIDED WITH THE APPLICATION. A/C UNITS MAY BE DELAYED FOR LACK OF DETAILED DESCRIPTION OF THE UNIT AND ITS INSTALLATION REQUIREMENTS PROVIDED DIRECTLY FROM THE A/C CONTRACTOR.

Complete Architectural Guidelines are available upon request. You can read them and ask questions prior to submitting for changes. If you submit, then it is understood that you have read the Guidelines and agree to comply with them.

Per Declaration Section 12.2 (a) "The Board of Directors or Architectural Committee shall answer any written request for approval within 60 days after the request. Failure to answer the request within this time shall not constitute a consent or approval."

OWNER: _____ UNIT #: _____ DATE: _____

ADDRESS: _____ PHONE: _____

START DATE: _____ FINISH DATE: _____ EMAIL: _____

DESCRIPTION OF PROPOSED IMPROVEMENT: Please submit your request along with all applicable construction drawings, floor plan, specifications, elevation drawings, product brochures, pictures, contractor information (license/bonding insurance), etc. Incomplete applications will be returned. NOTE: Applications will be approved for aesthetic purposes only and any governmental requirements and compliance are the sole responsibility of the homeowner.

For courtesy and to prevent future disagreements the undersigned adjacent (front, top, bottom, sides, and rear) owners are aware that there will be work crews, deliveries, etc. in the neighborhood and have noted in writing any comments or concerns or questions with the applicant and/or the HOA. Individual unit owner signatures are required. If additional signatures are needed, please use the back of this application.

Name/Signature: _____ Address: _____ Unit # _____

Name/Signature: _____ Address: _____ Unit # _____

Name/Signature: _____ Address: _____ Unit # _____

Initial each line and sign as acknowledgement of the following homeowner obligations:

_____ I assume responsibility for the above proposed improvement and any impact that my licensed contractor or I may have that adversely affects the common area or another unit. I assume financial responsibility for the same.

Monterey Homeowners Association

_____ I (or future owner(s)) assume responsibility for all maintenance of this addition or improvement.

_____ I understand that electrical wiring and plumbing lines are within the walls of my condominium and that I will be responsible for correcting **any** problems that occur in the process of my improvement(s).

COMPLETION OF SECOND PAGE IS REQUIRED



_____ I understand ARC will attempt to provide a response within sixty days from the date of submittal to review my request. Until the applicant has received written approval from the ARC or Association, ARC approval is not to be presumed.

_____ I also understand that any work not completed within thirty days of the stated finish date will render this approval null and void.

_____ I understand that this approval runs with the land and the maintenance responsibilities must be disclosed upon sale of the unit. Liability for any impact to neighbor's property is the responsibility of the unit owner/applicant.

_____ I understand that any deviations from the approved plans will render this approval null and void and will submit a new application incorporating the changes if needed.

_____ I understand that the contractors may be on property only between the hours of 7 AM to 6 PM, Monday through Friday. My contractor will check in with the Monterey office on the first day prior to starting any work.

_____ I understand all the requirements contained herein and within the governing documents of the Monterey at the Las Vegas Country Club and will also advise and submit applications, documents and, if applicable, deposits required by the Las Vegas Country Club Master Association (Unit 3809, 702-732-0329).

Homeowner's Signature

Received on _____ by _____

Approval / Conditional Approval / Denial

Comments / Conditions: Any deviation from the approved plans is a justification for removal of the changes.

Date: _____ Signed: _____

Optional: Board Review: _____

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Return completed application to:

Monterey Homeowners Association