

**Application to the RPOA Architectural Committee
for approval of a proposed change/improvement to
an existing dwelling or its lot**

RPOA Form D1

Page 1

Date of application: _____

Please print legibly. **Two** hard copies of both pages of this **D1 application form** must be filed with the Architectural Committee (A.C.) by 30 days prior to the contemplated commencement of the project (place in the "A.C. Incoming" box in the mailroom or hand deliver it to any A.C. Committee member). You only need to turn in one set of attachments/drawings (if any), but these will be retained by the Architectural Committee. Your response will be placed in the outgoing (purple) A.C. box in mailroom.

Owner(s): _____ Lot #: _____

Address: _____ Email: _____

Home Phone: _____ Cell Phone: _____

Contractor/Installer: _____ Work Phone: _____

Cell Phone: _____

Proposed **Estimated** Work Schedule: *Start Date:* _____ *Completion Date:* _____

ALL projects require a signed **Owner Indemnification form** (Form G) _____

If using a Contractor/Installer, before final approval is given, all the following must be supplied:

The **Contractor's Current Certificate of Insurance** _____

A signed copy of the **Contractor Rules Agreement** (Form F) _____

[Copies of both **Notice to Contractors** (Forms E1&2) must always be posted at the worksite.]

If the project costs more than \$5,000 and you utilize a contractor, a **damage deposit** of \$500 is required from the owner; attach a check made payable to "RPOA".

Summary of Proposed Plan: (attach additional pages if needed) _____

Please attach to this form more detailed explanations and information (if needed), sketches or pictures that would be helpful, and any required forms. Be sure to include brands/types of materials, colors and dimensions and, if applicable, distances to neighbor's property.

This Application is correct to the best of my knowledge. Contractors and owners shall be responsible for the full cost of any damage to RPOA Property during the construction/work period as determined by the Architecture Committee and the RPOA Board. As the owner of this property, I am aware that I am ultimately responsible for the actions of my contractors/installers.

Owner's signature: _____ Date: _____

Owner's name: _____

Address: _____ Lot # _____

(owner fills out above)

The Architectural Committee will try to respond in writing to this proposal within 20 days, let us know if you need it sooner here ➡ _____

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The following is for Architecture Committee Use Only

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Date application received by Architecture Committee: _____ By: _____

RESULTS of application review:

☐ Returned to applicant for more information (explanation attached). Date: _____

☐ Approved ☐ Damage Deposit rec'd. Date _____ By _____

Conditional Approval with the following still needed:

Form(s): ☐ **G** (Owner Indemnification) ☐ **F** (Contractor Rules)
☐ Contractor's Certificate of Liability Insurance ☐ Damage deposit check

☐ Other: _____

(All conditions must be satisfied before approval is final)

Assigned to Architecture Committee Member(s): _____

Be sure to notify your committee contact when your project is completed.

Approved by Architectural Committee Members

_____ and _____ Date: _____

☐ **Not approved** – see attached Date: _____

(Also see Section II.D. of the RPOA Architectural Rules)