

**THE COTTAGES HOMEOWNERS ASSOCIATION
ARCHITECTURAL IMPROVEMENT REQUEST**

Date: _____

Requested By: _____

Address: _____

Telephone: _____ Email: _____

To: ARCHITECTURAL REVIEW COMMITTEE

I hereby request your approval of the installation of the following improvement to my unit: (Describe the proposed improvements and attach a drawing showing type, style, dimensions, materials, color and location): _____

Homeowner is responsible for any damages done to the common area during and/or after construction of improvements.

If a contractor is used, a Certificate of Insurance must be given to the Association's manager that lists the Association and Management as the additional insured prior to commencement of the improvement. If a building permit is required, it must be obtained prior to construction.

TO BE CONSTRUCTED BY: _____

PROPOSED DATE OF CONSTRUCTION: _____

ANY COMMENTS FROM APPLICANT: _____

DO NOT WRITE BELOW THIS BOX

ARCHITECTURAL REVIEW COMMITTEE ACTION:
 APPROVED DECLINED MORE INFORMATION NEEDED

COMMENTS: _____

DATE: _____

BY: _____

ARC MEMBER SIGNATURE

ARC MEMBER SIGNATURE

ARC MEMBER SIGNATURE

ARC MEMBER SIGNATURE

THE COTTAGES HOMEOWNERS ASSOCIATION
IMPACTED NEIGHBORS STATEMENT
AS REQUIRED, IF AFFECTED

NAME: _____

ADDRESS: _____

IMPROVEMENT FOR REVIEW: _____

ON _____ 20_____, I presented the attached plans to all affected neighbors for their review. Each neighbor has been notified that the plans are being submitted for approval.

1. Adjacent Neighbor (right side) _____ Telephone

Signature: _____ Address: _____

2. Adjacent Neighbor (left side) _____ Telephone

Signature: _____ Address: _____

3. Adjacent Neighbor (rear side) _____ Telephone

Signature: _____ Address: _____

4. Adjacent Neighbor (front side/facing) _____ Telephone

Signature: _____ Address: _____

HOMEOWNER SIGNATURE

TELEPHONE

NOTE: Specific objections by neighbors may be noted on the back of this form for committee consideration. Neighbor objection does not, cause denial, however the Board of Directors may contact neighbors for additional information.

RETURN TO:
The Cottages Homeowners Association
C/O P & G Association Management
129 W Lake Mead Pkwy #16
Henderson, NV 89015
(702) 202-4330 Fax: (702) 202-3910
Email: madeline@pandgmanagement.com