

MOUNTAINSIDE HOMEOWNERS ASSOCIATION

Architectural Review Committee

Project Completion Form

Date Received:

Dear Homeowner:

Please complete and return this form to P&G Association Management when your improvement has been completed. Please note: the Architectural Review Committee is required to inspect your completed improvement. Inspections can be performed in one of three ways:

- 1) **Drive-By:** If your Project can be seen from the street, the Committee will simply drive by your home. You will not be contacted for this inspection.
- 2) **Pictures:** If your Project can or cannot be seen from the street, you have an option to submit detailed pictures of your Project. The pictures must show all aspects of the Project.
- 3) **Property Visit:** If the Improvement cannot be seen from the street and pictures were not provided, the Committee will contact you to schedule an inspection date and time.

We want to thank you for taking the time to complete your ARC paperwork and hope that your experience was a pleasant one. If you have any suggestions in how we can improve the process please let us know. If we can be of any further assistance please feel free to contact us.

Sincerely,

Architectural Review Committee
Mountainside HOA

Name: _____ Date: _____

Property Address: _____

Phone/Cell Number: _____

Best time to contact you: _____

Brief Description of Improvement: _____

Homeowner Signature: _____

DO NOT WRITE BELOW THIS LINE

Date Received By ARC: _____

Inspection Performed by: Drive-By Submitted Pictures Property Visit
Improvements is: Completed Incomplete (See Comments)

Mountainside Homeowners Association Architectural Review Committee:

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Comments: _____

Date Returned to Management: _____