**San Ignacio Heights, Inc. File # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**P O Box 526**

**Green Valley, AZ 85622-0526**

**ARCHITECTURAL COMMITTEE**

**IMPROVEMENT REQUEST FORM**

***Please Print all items***

Date of improvement approval request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Lot #: \_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any homeowner considering any exterior improvement to his/her property is urged to review the recorded deed restrictions

contained in the Conditions, Covenants and Restrictions of the Association. These can be found on the HOA website: **http://www.sanignaciohts.com/documents/**. In accordance with the CC&R’s and the Handbook of Rules and Regulations, and in order to protect each individual owner’s rights and values, it is required that any owner who is considering improvement of his deeded property to include, but not be limited to patio covers, decks, walls, building add-ons, etc., submit the following to the Architectural Committee of **at least 45 days prior to initiating work on the planned improvements:**

1. A completed Improvement Request Form

2. Complete and detailed building plans, material listing and specifications

3. A property site/plot plan showing the location of the proposed improvement

Location of improvement (Check areas that apply): Front of dwelling \_\_\_\_\_ Back of dwelling \_\_\_\_\_

Side of dwelling: \_\_\_\_\_ Roof of dwelling: \_\_\_\_\_ Garage: \_\_\_\_\_ Patio \_\_\_\_\_ Other \_\_\_\_\_

**Failure to submit the requested attachments (Items 1, 2, and 3 above) prior to construction may result in Denial of**

**your Request for Improvement. If any change is made without approval, the Board of Directors has the right to tell**

**the owner to remove the improvement from his/her property**. Completed forms can be mailed to the PO Box above. Questions can be directed to the Committee Chair: Chuck Willie, [cwillie@msn.com](mailto:cwillie@msn.com); 503-329-3046.

Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ROC#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Owner or Owners:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date received by Architectural Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Committee Chair Signature of Committee Member Signature of Committee Member

Date submitted by the Architectural Committee to the Board of Directors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date approved by the Board of Directors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Board Member

Date Improvement Request Form approval delivered to owner by Architectural Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(rev 10/2021)