



Otter Pond Homeowner's Association

ARB COMMITTEE FORM

Approval Request for Home Improvement (Existing Residence) and/or Request for Landscape Installation/Alteration

Note: An expedient and favorable reply to your proposal is more likely when you read carefully the current OPHOA CC&Rs, specifically Article VI, but not limited to all of those that apply to your improvement or landscape request. Upon completion of this request, please provide original of your proposed home improvement plans (to be retained by ARB), and present them to an ARB member or mail to: Otter Pond HOA, 1826 Otter Pond Circle, Montrose, CO 81401.

Date: _____

Name (owner or new resident under contract) _____ Lot: _____

Property Address _____ Phone _____

Mailing Address _____ Email _____

Description of Project:

Estimated Starting Date: _____ Estimated Completion Date: _____

PLEASE INCLUDE THE FOLLOWING WITH YOUR REQUEST:

1. Detailed description and explanation of proposed improvement/landscaping
2. Dimensions of proposed improvement/landscaping, i.e. Plot plan
3. Description of materials and color schemes with SAMPLES
4. Distance from adjacent lot and property lines
5. Copy of engineered foundation (IF improvement includes foundation addition)
6. Copy of City Permit, if granted, or copy of Application for City Permit (if applicable)

NOTE: If you are repairing/replacing a landscape item or residence item in a "like for like" manner (size, color, etc.) a form must still be completed and submitted to the ARB however the requirement of signatures of 3 nearest neighbors is no longer required unless directed by the ARB Committee.

The Undersigned **nearest** 3 neighbors have reviewed this request: No Objection Objection

_____	_____	_____	_____
Neighbor's Signature (Adjacent)	Address		

_____	_____	_____	_____
Neighbor's Signature (Adjacent)	Address		

_____	_____	_____	_____
Neighbor's Signature (Adjacent)	Address		

The neighbors have seen the plans submitted to the Otter Pond Homeowner's Association ARB. I understand that neighbor objections do not, in themselves, cause denial. However, if there is an objection, the ARB or Otter Pond HOA Board will contact the objecting neighbor and make a final determination as to the appropriateness of their objection. If the Board determines that the objection has merit, all parties will be convened to meet with the ARB or OPHOA to

discuss and work out a solution. Further, I understand that the OPHOA CC&Rs will be used to provide guidance to determine approval or denial of my submission hereby attached.

Submitted By: _____ Date: _____

Approved by Easement Holder or other Entity (ie: Uncompahgre Valley Water Users Association) if applicable

Signature

Printed Name

Title

Date

Approval Section to be completed by the ARB Committee and Otter Pond Board (unless improvement is a repair/ replacement in a "like for like" manner in which case this document will be signed by the ARB chair and filed in HOA ARB files with no further signatures required).

Approved _____ Date: _____

Approved _____ Date: _____

Approved _____ Date: _____

Approved _____ Date: _____

Approved _____ Date: _____

Approved _____ Date: _____
OPHOA Board Member Title

Not Approved: _____ Date: _____

Reason for Rejection:

Revised 7-26-22