



Sonoma Ranch East HOA

BEING PART OF THE COMMUNITY!

<https://lascruceshoa.org/sonomarancheast/>

Architectural Review Request Instructions

To make a request for Architectural Review, complete a request form and submit it with all back-up documents to:

SONOMA RANCH EAST HOMEOWNERS ASSOCIATION
c/o HOAMCO
201 N. Church Street, Suite 202 Las Cruces, NM 88001
Email: kkimmel@hoamco.com Phone: 575-523-1337

Specific Requirements for Submission:

All Improvements must be made in accordance with the Master Declaration of Covenants, By-Laws and Articles of Incorporation. Architectural Review Requests must be submitted to the Active Homeowners Subdivision Board for approval. All other Architectural Review Requests will be submitted to the Sonoma Ranch East Homeowners Association.

Please review these documents carefully, and make sure your plans comply with their requirements. Unless specifically exempt, all Improvements must be approved by the Architectural Review Committee. As a general rule of thumb - imagine you are on the Committee, and you are reviewing the submission. Do you have everything necessary in order to visualize the completed product, so you can make a judgement? If there are no unanswered questions in your mind based on the submission, then it is likely your submission will be acceptable.

NOTE: THE PROCESS OF ARCHITECTURAL REVIEW MAY TAKE UP TO 30 DAYS.

IT IS EXTREMELY IMPORTANT TO RECOGNIZE THAT YOU MAY NOT ALTER THE DRAINAGE ON YOUR LOT BY YOUR LANDSCAPE IMPROVEMENTS.

- Fencing - Be sure to show the location of the proposed fencing on a plot plan and describe the type of fence and whether you intend to paint or stain and seal.
- Roofing - Submit manufacturer's sample or brochure showing the type and color of shingle you are using.
- Building Additions - If you are constructing an addition to your home, you must submit full working drawings. This would include floor plans and elevations of all exterior views as well as construction details.
- Patio Covers or Gazebos - You must submit a plot plan showing the proposed location in addition to elevations showing construction and exterior appearance including the exterior finish.

Architectural Review Questions and Answers:

Q - What is Architectural Review?

A - Architectural Review is the power of the Homeowners Association to govern the exterior appearance of all properties in the community upon which homes are built.

Q - Where does this authority come from?

A - The authority comes from the Declaration of Covenants, Conditions and Restrictions for the Association which is a legal document recorded with the Clerk & Recorder prior to any home being purchased.

Q - Do I have a choice regarding Architectural Review?

A - No. By virtue of the purchase of your home in your community, you have subjected yourself to the legal documents of the Association and to the jurisdiction of the Committee.

Q - Why are there architectural standards?

A - The benefit of Architectural Review is basically two-fold. First, the community in which you live will maintain its attractive appearance if there are standards. Second, if the community maintains its attractive appearance, the value of all properties in the community will be retained at a higher level than if there were no Architectural Review and approval.

Q - What type of exterior changes require approval of the Association?

A - All the following improvements require Committee approval. This list is not intended to be all-inclusive because the basic concept is any exterior improvement requires approval.

- Painting
- Siding replacement
- Garage door replacement
- Accessory buildings, such as storage sheds
- Changing color of any exterior item such as roof, paint, rock
- Trees, shrubs, landscaping
- Window replacement with other than original type installed
- Re-roofing
- Sidewalk, fence and deck installation
- Basketball backboard installation
- Decorative items or sculptures
- Awnings
- Skylights
- Playground equipment

Note: A manufacturer's brochure is good to include for any submission, if appropriate (Example — gazebo kit).

PLEASE REMEMBER THAT IF YOU ARE DOING ANYTHING TO A WALL THAT IS SHARED WITH A NEIGHBOR, YOU MUST GET APPROVAL FROM ALL ADJOINING NEIGHBORS PRIOR TO SUBMITTING THIS FORM FOR REVIEW (SEE FORM ON PAGE 4)

**HOMEOWNERS ASSOCIATION REQUEST
FOR HOME IMPROVEMENT/ALTERATION APPROVAL**

In an effort to protect homeowner's rights and values, it is required that all homeowners considering improvements and/or any change to the exterior of their lot or home must submit to the Architectural Review Committee (ARC) a REQUEST FOR HOME IMPROVEMENT/ALTERATION APPROVAL FORM. If any change is made that has not been approved, the Committee has the right to require the homeowner to remove the improvement and/or change from the property. You must attach all needed information including but not limited to photos, paint details, a lot survey and/or to scale drawings showing property lines, residential buildings, easements, walls, etc.

Please complete this form in detail and allow the ARC 15 days for review and a decision. Additional requested information will delay the review process.

OWNER'S AFFIDAVIT:

1. To my knowledge, nothing in the proposed improvement/alteration is in violation of the Deed Restrictions as applicable to the subject lot. I represent and warrant that the proposed improvement/alteration will be completed in strict compliance with all Deed Restrictions.
2. I understand that approval by the Architectural Review Committee (ARC) shall in no way be construed as a waiver of modification of the Deed Restrictions.
3. I represent and warrant that the proposed improvement/alteration will be in conformity and harmony of external design and location to the surrounding structures and topography, and that the quality of the workmanship and materials will be in conformity with that of the existing structure.
4. I understand that it is my responsibility to conform to any city, county, state, federal or other agency building codes and ordinances that may apply to this proposed improvement/alteration and that approval by the ARC shall in no way be construed as a waiver as such.
5. I agree that no construction or other work on this proposed improvement/alteration shall commence until I have received the written approval from the ARC.

Proposed Start Date

Proposed Completion Date

Signature of Homeowner

Date

Sonoma Ranch East Homeowners Association

c/o HOAMCO
201 N. Church Street, Suite 202
Las Cruces, NM 88001

Date Received: _____

Approval Date: _____

Denied Date: _____

Name: _____

Subdivision: _____

Address: _____

Home Phone: _____

City/State/Zip: _____

Work Phone: _____

Email: _____

My request involves the following type of improvement:

- Painting Deck/Patio Slab Roofing Fencing/Wall
- Landscaping Patio Cover Room Addition Drive/Walk Addition
- Other: _____

Describe improvements and attach all needed photos and drawings. Identify paint by color name, type & manufacturer

Planned completion date: _____

The Architectural Review Committee is not responsible for passing on safety, whether structural or otherwise, or conformance with building codes or other governmental laws or regulations, nor does its approval of an Improvement constitute approval of any building codes or other governmental laws or regulations, and that the Homeowner may be required to obtain a building permit to complete the proposed Improvements. The Architectural Review Committee and the members thereof, as well as the Association, the Board of Directors, or any representative of the Architectural Review Committee, shall not be liable for any loss, damage or injury arising out of or in any way connected with the performance of the Architectural Review Committee for any action, failure to act, approval, disapproval, or failure to approve or disapprove plans, if such action was in good faith or without malice. All work authorized by the Architectural Review Committee shall be completed within the time limits established specified below, but if not specified, not later than one year after the approval was granted.

Date: _____ Homeowner's Signature: _____

Committee Action:

_____ Approved as submitted.

_____ Approved, subject to the following requirements:

_____ Disapproved for the following reason:

All work to be completed no later than: _____

Committee Member Signature: _____ Date: _____

NEIGHBOR APPROVAL FORM (Original signatures must be submitted – Use multiple pages if needed)

Requesting Neighbor Information

Name: _____ Address: _____

Description of work being done: _____

Approving Neighbor information

Name: _____ Address: _____

Phone Number: _____ Email: _____

Signature of Approval: _____

NEIGHBOR APPROVAL FORM (Original signatures must be submitted – Use multiple pages if needed)

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Name: _____ Address: _____

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