

**CCOA Request for Architectural Review**

**HOMEOWNER NAME(S):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**PLAT NUMBER:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**Required Application:** Homeowners are required to obtain CCOA Board approval before constructing or installing roofing materials, an outbuilding or tool shed, an erosion control pad, a fence, a grade change, or any other structure or permanent improvement. The owner must submit a Request for Architectural Review form for review and approval.

**Your Proposal:** In the area provided below carefully describe the construction, improvement, or other change you would like to make to your property. Please include such details as the dimensions, materials, color, design, location and other pertinent data. Provide an attachment if additional area is needed to describe your proposed project.

Additional instructions are provided on the CCOA website under “Information / Rules and Regulations” for roofing materials, erosion control pads, and tool sheds or outbuildings. Your application must show compliance with these additional requirements.

**Project Description:**

Please attach a copy of the following items where applicable:

- \_\_\_\_\_ Survey / lot plan showing the location of the improvement.
- \_\_\_\_\_ Plans, elevations or detailed sketch.
- \_\_\_\_\_ Copy of building permit.

**Estimated Start Date:** \_\_\_\_\_ **Estimated Completion Date:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Submit this form and all necessary documentation to the CCOA property manager:  
HOA Management Solutions, LLC email: [lisa.hoamanagement@outlook.com](mailto:lisa.hoamanagement@outlook.com)  
Lisa Logsdon  
2183 NW 86<sup>th</sup> Street  
Clive, IA 50325

\_\_\_\_\_  
**CCOA Board / Management Company Authorized Signature**

\_\_\_\_\_  
**Date Approved**

## HOMEOWNER INFORMATION

A response will be provided as soon as possible after receipt of a Request for Architectural Review with all necessary documentation. CCOA reserves the right to request additional documentation. CCOA is not responsible for any delay or expense to homeowners due to the review process.

No construction or installation of roofing materials, outbuilding or tool shed, erosion control pad, fencing, grade change, or any other structure or permanent improvement should commence on your property without prior written approval of the CCOA.

CCOA will review your proposal to determine whether or not it is in compliance with the applicable covenants, building restrictions, rules and regulations. As part of this review process, please note the following:

- You may be asked for permission to view the area of your proposed improvement. We appreciate your cooperation in permitting CCOA entry to make reasonable observations as part of the review process.
- It is suggested that you discuss your proposal with your neighbors who may be impacted by the change in your property.
- You should obtain all necessary building permits and abide by all state and local building codes. Approval of this proposal by the CCOA does not constitute compliance with any applicable government agency requirements.
- If the CCOA Board approves your proposal, your project must be completed in accordance with the plans you submitted. If it is not, the approval can be revoked and you may be required to remove the improvement at your expense.
- You are responsible for any repair or restoration of common area property that is damaged during the completion of your proposed improvement.

The CCOA Board provides a limited review of your proposal based on CCOA rules and procedures. It does not review and does not assume any responsibility for the structural adequacy, capacity, safety, or construction of your improvement nor the performance, workmanship or quality of work of any contractor or design firm which you might use.