

HIGHLANDS-MEAD METROPOLITAN DISTRICT

Application for Improvements and Modifications

In an effort to provide and protect each individual homeowner's rights and property values, it is required that any Owner or group of Owners considering improvement(s) and/or change(s) to their home or property submit an **"Application for Improvements and Modifications"** to the Design Review Committee (DRC). **If any change is made that has not been approved, per the governing documents, the Owner may be required to change or remove an improvement.** *In addition, plans, sketches, drawings, illustrations, photographs, dimensions, and material samples should be attached to sufficiently describe the project in detail.*

Homeowners Information:

Name	Date
Property Address	Email: LOT#:
Home Phone No.	Work Phone No.
Mailing Address (if different)	Alternative Contact Person/Number:

Please circle Type of Request:

- | | | | | | |
|----------------------|------------------------|---------------------|---------------------|------|------------------|
| Back-yard Landscape | AC Unit | Awning | Dog Run | Door | Fence |
| Front-yard Landscape | Gazebo/Pergola | Lighting (exterior) | Paint Color Change | | Pet enclosure |
| Patio/Deck | Play Equipment | Pool/Spa | Playhouse/Swing Set | | Roofing |
| Room Addition | Satellite Dish | Skylight | Solar Device | | Storage Building |
| Sport Hoop/Court | OTHER: Describe Below: | | | | |

Details:

PAINTING:

<i>Please state new paint color</i>	<i>Portion of house to be painted</i>
Trim Color (include soffit, fascia boards, and window trim)	Accent Color (Includes shutters, windows hoods & exterior doors)

SHED OR STORAGE BUILDING:

<i>Plot map must be included with Application showing location of building on map.</i>	Height of building	Dimensions of building
Square footage of building	State location/placement of building	

Where applicable, please include a sample of all improvements! (Example: Paint chip (8"X10" swab/swatch), roofing shingle, siding sample, solar screen/awning material sample, etc.). In signing this application, I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete. I understand that any misstatements, falsification or omission of information shall be grounds for denial of this application. I further understand that the Design Review Committee has thirty (30) days upon receipt to review my application and I agree not to begin property improvements or modifications until the Committee notifies me, in writing, of their decision. If no such written decision is received, the request is deemed denied. DRC approval does not substitute for any County/State required permits. Owner is responsible for adhering to all Local/County/State guidelines. I have answered, truthfully, all questions pertaining to the proposed mentioned improvement or modification and have attached all samples, plans and permits required.

Homeowners Signature (REQUIRED)	Date
Improvement Start Date	Improvement Completion Date

Please submit application to: **Highlands-Mead Metropolitan District**
c/o Cathy Baldwin
Teleos Management Group
191 University Blvd. #358
Denver, CO 80206
Phone: (720) 618-4305
Email: Cathy@teleos-services.com

Special Note: Please make sure that your plans are complete, and you have attached all required materials. Incomplete plans will be Denied and returned.

Cathy Baldwin, CMCA®, AMS
Teleos Management Group
720-618-4305

Design Review Committee Use Only

Recommendation of the Committee: ___ Approved; ___ <input type="checkbox"/> Approved w/ Conditions; <input type="checkbox"/> <input type="checkbox"/> Denied
Comments/Conditions/Other:

DRC Name:	Date
DRC Signature:	

OFFICE USE ONLY

DATE RECEIVED:	ACKNOWLEDGEMENT LETTER:
APPROVAL DATE:	APPROVAL LETTER SENT: