

VARIANCE REQUEST FORM (ARC)

ASSOCIATION PORTAL: hoa.hrcassociationmanagement.com



| | |
|------------------------------------|--------|
| NAME: | PHONE: |
| EMAIL: | HOA: |
| MAILING ADDRESS: | |
| PROPERTY ADDRESS (if different): | |
| ESTIMATED PROJECT COMPLETION DATE: | |

1. REVIEW THE COVENANTS of your Association. Try searching for keywords.

2. Check ONLY 1 request item per form. Complete an additional form for each requested item.

- | | | | |
|--|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Basketball hoop/court | <input type="checkbox"/> Fire Pit | <input type="checkbox"/> Playset | <input type="checkbox"/> Storm door |
| <input type="checkbox"/> Sunroom/Pergola | <input type="checkbox"/> Garden | <input type="checkbox"/> Patio | <input type="checkbox"/> Deck |
| <input type="checkbox"/> Dog House/Dog Run | <input type="checkbox"/> Hot Tub/Pool | <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Fence |
| <input type="checkbox"/> Flag Pole | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Shed | <input type="checkbox"/> Other _____ |

3. INCLUDE ALL REQUIRED ITEMS: Draw your plan below **OR** attach separate documents including all required items. If not all required items are included the variance request application will be denied.

| | |
|---|---|
| SITE PLAN - Required Items: Lot lines, dimensions, applicable easements, home location, location of improvement and distances of improvement from the home and lot lines | MATERIALS - Please list all materials included in your project including size, shape, color, plant species, vendor bids (excluding price), pictures. |
|---|---|

4. No improvements may begin before approval by the Association. The Association will provide an approval letter via email through the homeowner portal.

5. Sign below and submit all required documentation at the homeowner portal. Upload your completed form and any other documents by clicking on *My Items* > *Submit a Request* > *ARC Request*

I, the undersigned, hereby state that I am the owner of the Property and I acknowledge and agree that I am responsible for obtaining any and all building permits, local government approvals, other association approvals, and any other approvals necessary for the improvements. I understand that there may be easements affecting my property that are my responsibility to review and take into consideration. I acknowledge and agree that I am solely responsible for any and all damages, claims, or fees related to the construction, installment, repair and maintenance of the improvement and I hereby hold the Association and the management agent harmless from and against all claims, lawsuits, costs and fees arising out of or related to the improvements set forth herein. I understand that the Association and its managing agent will have access to the property and may inspect the modification to ensure it has been completed as approved.

Signature of Owner: _____ Date: _____

VARIANCE REQUEST FORM (ARC)

ASSOCIATION PORTAL: hoa.hrcassociationmanagement.com



| | |
|---|---------------------------------|
| NAME: <i>Benjamin Franklin</i> | PHONE: <i>(515) 555-1234</i> |
| EMAIL: <i>ben.frank@email.net</i> | HOA: <i>Presidential Valley</i> |
| MAILING ADDRESS: <i>1776 Washington Dr., Des Moines</i> | |
| PROPERTY ADDRESS (if different): | |
| ESTIMATED PROJECT COMPLETION DATE: <i>July 4, 2022</i> | |

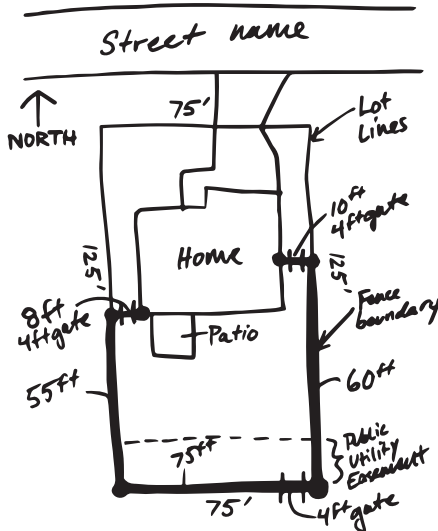
1. REVIEW THE COVENANTS of your Association. Try searching for keywords.

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- | | | | |
|--|---------------------------------------|---|---|
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SITE PLAN - Required Items: Lot lines, dimensions, applicable easements, home location, location of improvement and distances of improvement from the home and lot lines



MATERIALS - Please list all materials included in your project including size, shape, color, plant species, vendor bids (excluding price), pictures.

- Black Vinyl Clad Chain Link
- fence will be 4ft tall.
- 3, 4ft wide gates.
- All posts will be black, 4ft

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Signature of Owner: _____

Ben Franklin

Date: _____

07/01/2022