

GREETINGS FROM YOUR ARCHITECTURAL COMMITTEE

We have prepared the following form, instructions, and examples to help in preparing your Request For Change (RFC) to your property. Before you begin the process, please refer to the Architectural Committee Rules and the CC&R's, Article 3, to ensure your request is in compliance. These are available in the office.

WHEN ARE APPROVALS BY THE ARCHITECTURAL COMMITTEE REQUIRED?

When any new construction, exterior alteration, tree plantings or removals or any other action that changes the exterior appearance of your lot is wanted, an RFC is needed. More specific information can be found in the Architectural Committee Rules and the Covenants, Conditions & Restrictions (CC&R's). Also check with the Town of Prescott Valley to determine their requirements, if applicable.

WHEN DOES THE COMMITTEE MEET AND MAY I ATTEND THE MEETINGS?

The Committee/Resident meeting is scheduled on the 3rd Wednesday of each month at 9:00 a.m. in the Card Room. Since Requests For Change (RFCs) are now processed within a few days and permits issued, this meeting is intended to be a general Q&A meeting. Should you have questions on your specific project, please refer to your Control # at the top of the permit and call the Inspector (names/numbers listed below) who issued your permit.

WHAT ARE MY LOT SETBACKS, EASEMENTS AND COVERAGE PERCENTAGE?

These are shown on the example page attached and should be followed. Be especially cognizant of any easements which affect your lot. A member of the Committee will assist you if you have any questions. The amount of coverage (under roof areas) cannot exceed 50% of the total area of the lot.

As a reminder, the proper completion of the forms is essential in determining that your request is in compliance. If any of the information is missing, this will delay the decision as the request will be returned to you for corrections and resubmission. If you have any questions, please contact any of the Architectural Committee members listed below. Our purpose is to ensure that all owners benefit from the standards which will keep up the appearances of our community and maintain the values of our properties.

Sincerely,
Your Architectural Committee

Mike Brown	928-864-7619
Arlen Vander Ploeg	928-830-8854
Garland Cousineau	928-713-3270
Darrell Carpenter	509-264-1128
Tom Gilbert	928-830-2143
Brad Jacobson	602-684-1718

Architectural Committee Email: VLCarch12200@gmail.com

Request For Change Instructions

REQUEST FORM:

- (1) Complete the form in ink. If illegible or incomplete, request will not be processed.
- (2) Form must be submitted, and approval obtained, prior to commencing work on any project.
- (3) Attach drawing of proposed changes, and pictures and colors of materials to be used, if applicable.
- (4) Submit completed form to the Villages' office, either in person or by an email attachment to:
thevillagesoffice@gmail.com

The Architectural Committee meets weekly on Wednesday to review Request For Change applications.

- (5) Applicants are encouraged to attend the open meeting at 9:00 AM on the 3rd Wednesday of the month in the Card Room to supply any additional information, if necessary.

APPROVAL:

- (1) If the Committee approves the Request, the Villages office will call you to pick up the Permit.
- (2) If the Committee approves the Request with modification, or if the Request is disapproved, you will be contacted. **DO NOT** accept verbal authorization as permission to proceed.
- (3) The Committee's approval pertains only to THE VILLAGES requirements. The applicant is responsible for obtaining any other necessary permits from appropriate authorities.

PROJECT REQUIREMENTS:

- (1) Project must be completed within 90 days from approval date. You must request an extension if the project isn't completed within the time limit.
- (2) Post the enclosed yellow "permit sign" in a window visible from the street when you begin your project, until the Project is completed.
- (3) Upon completion of the Project, sign and date the Yellow permit form and return to the Villages Office. A Final Inspection will be performed to ensure compliance with Architectural Committee Rules.
- (4) It is the responsibility of the owner to make certain all permits required by Prescott Valley, Yavapai County, and/or the State of Arizona are issued and posted.

MY RESPONSIBILITY REGARDING THE PLACEMENT OF LOT IMPROVEMENTS IN EASEMENTS:

IN THE EVENT THE ASSOCIATION OR A UTILITY COMPANY EXERCISES ITS EASEMENT RIGHTS OVER ANY EASEMENT AREA OF MY LOT, ANY IMPROVEMENTS MADE BY ME, OR BY ANY PRIOR OWNER OF MY LOT, MAY BE REMOVED BY THE ASSOCIATION OR THE UTILITY COMPANY, AS DETERMINED BY THE ASSOCIATION OR THE UTILITY COMPANY, AND I WILL BE RESPONSIBLE FOR REPAIRING OR REPLACING ANY SUCH IMPROVEMENTS, AND I FURTHER UNDERSTAND THAT IT WILL BE SOLELY MY RESPONSIBILITY TO PAY FOR THE REMOVAL, REPAIR AND REPLACEMENT OF ALL SUCH IMPROVEMENTS.

PERMIT EXPIRATION _____

RECEIVED DATE _____

CONTROL # _____

ARCHITECTURAL COMMITTEE REQUEST FOR CHANGE FORM

Owner Phone # Lot #

Villages Street Address

Current Mailing Address

Describe The Project in Detail and the Materials and Colors to be Used;

ARCHITECTURAL COMMITTEE FINDING:

() Approved as submitted
() Approved subject to the following conditions: _____

() Disapproved for the following reason(s): _____

Date of action: _____

Member: _____ Member: _____
Member: _____ Chairperson: _____

I, , am the legal owner of lot # in the Villages at Lynx Creek.
By signing below I acknowledge my responsibility, explained at the bottom of Page 2 of 4, regarding the placement of lot improvements in easements.

Signature: _____ Date:

DRAWINGS

Owner

Lot #

Minimum setbacks: RVs/Park Models Mobile Homes

Side: 3' 3'
Rear: 7'6" 10'
Front (back of curb): 5' 10'
Corner lots: 5' 10'

Avoid improvements in easements.

See bottom of Page 2 of 4 for your responsibility.

Lot coverage:

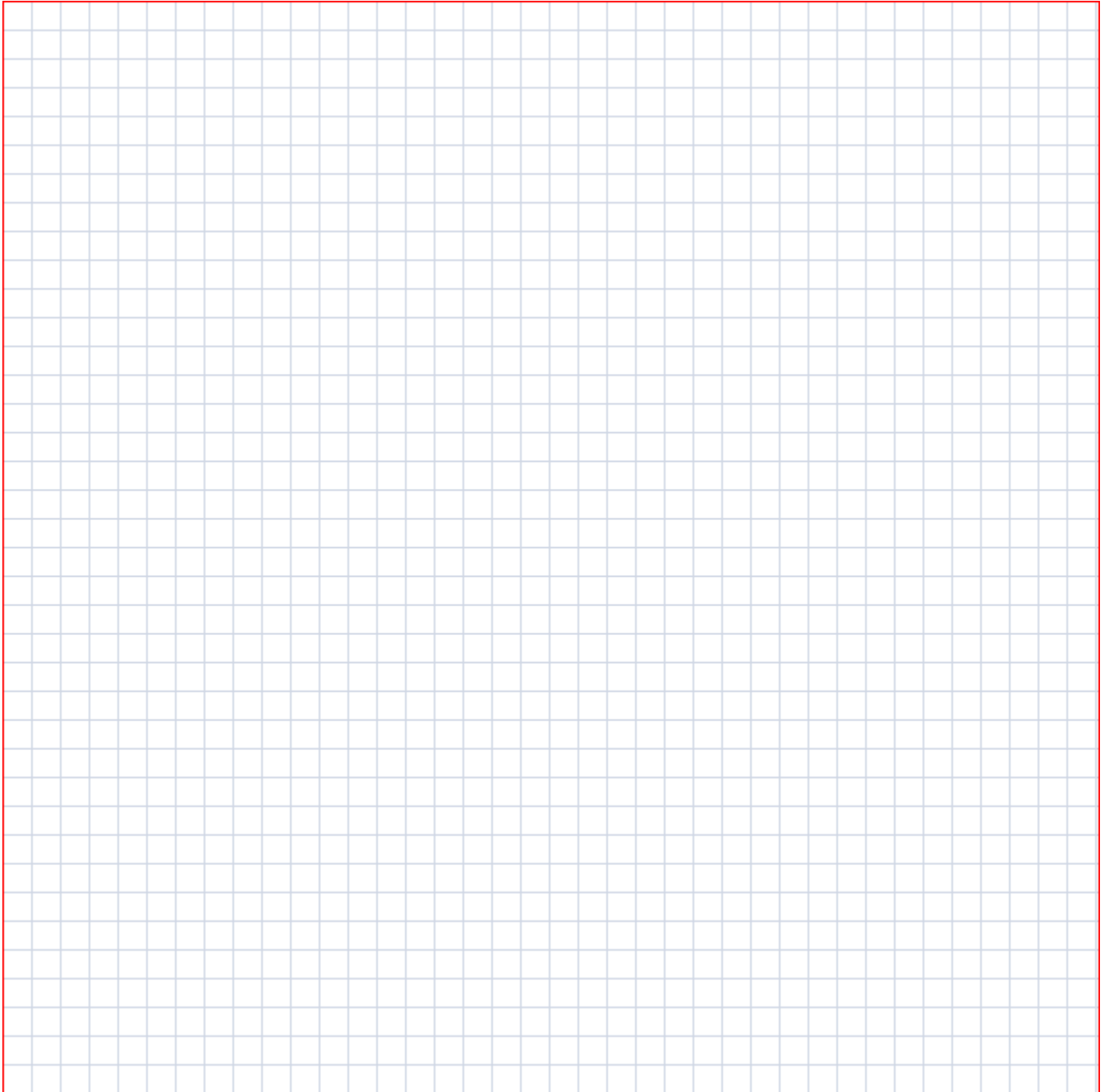
50% max, based on ground footprint under solid roof.

Lot sq.ft.: x50%: = max sq.ft. allowed.

Existing lot coverage sq.ft.:

Proposed new coverage sq.ft.:

Total proposed coverage sq.ft.:



Each square = 3/16" =