

Columbine Knolls South/Estates Project Request

Name _____ Phone Number _____

Address _____

Email address _____

The CKS/E Homeowners' Association's Covenants require that each homeowner obtain approval from the Architectural Control Committee (ACC) before making any additions or alterations to the outside appearance of his/her home or property. Please see Section C-2 of the CKS/E Protective Covenants, the CKS/E Covenant Rules & Regulations and the CKS/E Approved Roofing Materials spreadsheet, all of which are posted on the CKS/E website www.cksehoa.org for additional details before completing this form.

Project Description:

Roofing: Manufacturer _____ Product Type _____

Product Name _____ Color _____

Detached Structure? YES ___ NO ___

Painting: Manufacturer _____

Color(s) _____ (attach color sample(s))

Detached Structure? YES ___ NO ___

Siding: Manufacturer _____ Style _____

Color _____ (attach color sample(s))

Architecture: Description _____
(attach drawing(s) and permit(s))

Landscaping: Description _____
(attach drawing(s) and permit(s))

Other: _____
(attach necessary drawing(s) and permit(s))

Estimated Start Date _____ Estimated Completion Date _____

I, the undersigned, understand that approval must be received before any work on the proposed project begins. I will make the improvements requested above, according to the information submitted with this project request. I am aware that any variation from the approved project request could result in an order to remove the non-complying item or to modify it to comply with the approved project request. If any modifications to the project are made, the changes need to be approved by the ACC. The project needs to be started within 180 days of the project request approval. I will get the necessary permits and provide copies to the ACC. I am also aware that approval of my request by the ACC in no way supersedes building codes or permits required by Jefferson County.

Upon completion of the project, I will notify the ACC of the project completion.

Homeowner's Signature _____ Date _____

Columbine Knolls South/Estates Project Request Form

Name _____ Address _____

Project _____

The ACC believes that getting input from adjacent neighbors (front, behind and both sides who will see the project) can reduce complaints or conflicts that might surface after a project is started or completed. It can also help neighbors plan around your project if necessary. The ACC requests that the proposed project, including detailed plans, be discussed with adjacent neighbors. If any neighbors voice any objections, please note them below. Neighbors' signatures **DO NOT** indicate approval or disapproval of the project. The signatures merely indicate that neighbors have been shown the request and understand the proposed project.

Neighbors' objections to the proposed project should be conveyed to the requesting homeowner and/or to any Board/ACC member immediately to raise any concerns or objections about the project.

I have reviewed and understand the project proposed by my neighbor as listed above.

Print Name _____ Signature _____

Address _____ Phone Number _____

Print Name _____ Signature _____

Address _____ Phone Number _____

Print Name _____ Signature _____

Address _____ Phone Number _____

Print Name _____ Signature _____

Address _____ Phone Number _____

Requesting homeowner: Did any neighbors express concerns or have objections to your project?

Yes ___ No ___ If yes, please explain: _____

Deliver the completed forms and any attachments via 1) email to cksehoa@gmail.com, 2) mail to CKS/E HOA, PO Box 620271, Littleton, Co 80162-0271, 3) contact any Board member for hand delivery or 4) bring the completed forms to any ACC meeting.

Steps for filling out the Project Request Form

The following fields are required:

- Name
- Phone number
- Address
- Email address (optional)
- Project description (see below for more details)
- Estimated start and completion dates
- Any detached structures
- Signature and date
- Neighbors' Signatures (optional)

For the detailed project description, the information for each type of project is different.

- For roofing projects, the Manufacturer, product type, product name and product color must be included. These should be listed exactly how they are listed on the CKS/E Approved Roofing Materials spreadsheet on the CKS/E website. Even if the current roof is being replaced with wood shake, a project request is required. If you have a shed, remember that it must have the same roofing material as the residence has and you need to indicate that you have a detached structure.
- For painting projects, color samples must be included, along with the manufacturer and color of the paint(s). Even if the residence is being repainted the same color, the above information is required. If you have a shed, remember that it must be painted the same as the residence and you need to indicate that you have a detached structure.
- For siding projects, color samples must be included, along with the manufacturer, style and color of the siding. Even if the residence is being re-sided the same color, the above information is required.
- For fencing projects, the specific height and material descriptions are necessary even if you are replacing the existing fence with the same materials. Drawing(s) of the proposed change also needs to be included with the Project Request. Even though Jefferson County is no longer requiring permits for fencing, the fences still need to meet the County requirements, as well as the HOA requirements. It is recommended that the homeowner or contractor contact Jefferson County about the necessity for a permit since the County can change their rules at any time. If a Jefferson County permit(s) is required, a copy must be included.
- For any other architectural, landscape or other types of changes (i.e., patios, walls, walkways, pool, etc.), drawing(s) of the proposed changes and copies of the necessary Jefferson County permit(s) must be included.