

Tallyn's Reach Master Association

c/o CPMS, Inc 19751 E Mainstreet, Ste 275, Parker, CO 80138
 phone: 303-841-8658 email: Staff@the-cpms.com

Application for Home Improvements and Modifications

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

Homeowner Information

Date	Email
Name	Phone #
Property Address	Alt contact
Mailing Address (if different)	Do you live in a Sub-Association? If yes, which one?

Please circle type of request: **\$50.00 application fee**
\$500.00 New Build application fee **\$95.00 application fee if including both front yard and backyard**

Back-yard landscape	Permanent Basketball Court	Retaining Wall	Gazebo/Pergola
Front-yard landscape	Patio/Deck	Greenhouse	Pool/Spa
	Driveway addition or changes		

Please circle type of request: **NO application fee**

Flagpoles	Trash Enclosures	Firewood storage	Paint color change	A/C units
Shutters	Satellite dish	Shed / Storage Building	Skylight	Awning
Mailboxes	Solar device	Storm door	Exterior Lighting	Basketball Post
	Roof	Playhouse	Play/Swing sets	Dog Run
	Fence	Tree Replacement		

If OTHER please describe:

Landscape Improvements - Please note:

Please carefully review the landscape guidelines addressing all requirements. Please pay close attention to:

Front Yard Trees - Required 1-3" caliper shade tree and 1-8' evergreen tree

Rock Mulch - must be 1.5"-2" river rock ONLY.

Retaining Walls - must be natural stone faced. There are 3 approved types of retaining walls in the guidelines. A photograph of proposed wall type and material is required with your submittal.

City of Aurora requirements for street trees, soil amendment and irrigation should also be addressed.

Painting:

Portion of house to be painted	Trim color (includes soffit, fascia boards, window trim)
Body color	Accent color (includes shutters, window hoods, exterior doors)

Storage Building:

Plot map must be included/provided with Application showing location of the building on the map.

Building height	Building dimensions	Building sq ft	Location of building on the lot	Paint color - please fill in above
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Please include a sample of all improvements. (Example: Paint chip/swab/swatch, roofing shingle, siding sample, solar screen 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 (DRC) has sixty (60) days upon receipt of this application to review the application and information provided and I agree not to begin property Improvements or modifications until the DRC notifies me, in writing, of their decision. DRC and HOA approval does not substitute for any County/State required permits. Owner is responsible for adhering to all local City/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.

Owner Signature:	Date:
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Improvement Start Date:	Improvement Completion Date:
Neighbor Courtesy Signature:	Address/Phone:
Neighbor Courtesy Signature:	Address/Phone:

Please return application to:

Tallyn's Reach Master Association
 c/o CPMS, Inc
 19751 E Mainstreet, Ste 275
 Parker, CO 80138

Manager Contact:

Marsha Miller
 Phone: 303-841-8658
 Email: Staff@the-cpms.com

Special Notes:

Plans - Please make sure that your plan is complete with as much detailed information as possible; pictures are extremely helpful.

Payment - Make sure to include a check for \$50.00 or \$95.00 (if submitting plans for front and back) made payable to **Tallyn's Reach Master Association**.

Review time - While it may not take the entire 60 days for review of the application, during the busy season it may take up to four (4) weeks from the day of submittal.

Design Review Committee Use Only

Recommendation of the DRC:	Approved: _____	Approved with Conditions: _____	Denied: _____
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Comments/Conditions/Reason for Denial:

DRC Signature:	Date:
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Application Fee:
Check #:
Date Received:
Received By:

1.03 Submittal Checklist

Because of the wide variety of architectural requests, the requirements for submittal vary based on improvement type. Here is some additional information that needs to be included with your architectural request form:

PAINTING:

- Color Samples – Paint Chips – Paint Scheme from Website if applicable
- General Description/Picture of your neighbors' color schemes on either side of our home

ROOFING:

- Material Samples (supplied by manufacturer)

DECKS:

- Lot Layout* with Addition Location
- List of materials and finishes
- Sketch of Railing Elevation for Deck (minimum scale 1/2"=1'-0")
- Elevation** of house showing Deck location

BUILDING PROJECTIONS AND ROOM ADDITIONS:

- Lot Layout* with Addition Location
- Floor Plan** with Addition
- All Elevations** of house impacted by Addition
- Section drawing showing connection of addition to existing structure (minimum scale 1/8"=1'-0")
- Material and color samples, including siding, masonry, and roof where applicable

*The Lot Layout (or Plot Plan) was provided to Homeowners as a part of your closing documents. If they were not included, they can be obtained through your Builder. The Lot Layout needs to be shown to scale.

**Elevations and Floor plans can be obtained through your Builder. All Elevations and Plans need to be shown to scale, minimum 1/8"=1'-0".

Any photographs or additional information that may help you describe your project and your existing circumstances are encouraged.

Neighbor Signatures

As a matter of courtesy, we require neighbor signatures on any improvement that will be in the view of your neighbor. (i.e. Trees, playsets, sheds, solar panels, exterior painting, etc.)

Tallyn's Reach Notice of Completion Form

Name: _____ Email: _____

Address:

Home Phone: _____ Work Phone: _____

Project: _____

Start Date: _____

Completion Date: _____

Homeowner Signature: _____

Date: _____

****Please complete this form and submit to the association upon completion of your project****

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