

**ANCILLARY IMPROVEMENT
HOT TUB / FENCES / AIR CONDITIONING UNIT / NEW DRIVEWAY SURFACE /
LIGHTING / OTHER
SUBMITTAL FORM**

*Submittal to and approval by the ARC is required for all demolition, new construction or exterior improvements PRIOR to work commencing. You will receive the ARC response within ten (10) working days of the review. Please do not enter into any contracts, schedule work, or expend money in advance of your project until you have the written approval of the ARC. Commencement of construction is acceptance of conditions. Submission of ARC form(s) constitutes permission for ARC to access property from date of submission until **Owner's Notice of Completion** is approved. Owner acknowledges that by submitting this request Genesee Foundation has the authority to stop any work in violation of the procedures set forth in the Governing Documents, to stop any work not in compliance with the approved final submittal and to require correction and/or removal of any non-complying work at Owners' expense. The Genesee ARC is subject to the Colorado Common Interest Ownership Act open meetings laws. **You should keep a copy of this submittal for your files.***

DATE _____ FILING AND LOT _____

PROPERTY ADDRESS _____

OWNER _____

PHONE NUMBER WHERE CAN YOU BE REACHED THE MORNING OF THE ARC MEETING _____

DO YOU WANT THE DECISION FAXED TO YOU? YES NO FAX NO. _____

EMAIL ADDRESS _____

OWNERS' SIGNATURE _____

SUBMITTAL PROCESS

1. Submit **ANCILLARY IMPROVEMENT SUBMITTAL FORM** to the Genesee Foundation Office including:
 - a. Drawing on document such as Improvement Location Certificate or Site Survey indicating location of improvement showing property lines, utilities and existing house, grading, landscaping (both existing and proposed), screening (required for hot tubs, air conditioning unit and other improvements), adjacent roads and drives, product colors and manufacturer's information on hot tub or air conditioner. Indicate area of disturbance and desired access route. Access over Genesee Open Space may require Foundation Board permission.
 - b. Exterior lighting cut sheets and wattage of lights.
2. ARC will take action on your submittal at a regular meeting within 30 days after submittal.
3. When complete submit **OWNER'S NOTICE OF COMPLETION FORM** to the Genesee Foundation Office. Improvements must be completed with in 12 months after ARC approval.

POSTING GUIDELINES

The posting will be for a minimum of five (5) calendar days prior to the meeting, at least three (3) days of which must be days when the Genesee Foundation Office is open.