

ROOF IMPROVEMENT 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 which allow. **You should keep a copy of this submittal for your files.***

DATE _____ FILING AND LOT _____

PROPERTY ADDRESS _____

OWNER _____

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

WOULD YOU LIKE DECISION FAXED TO YOU? YES NO FAX NO. _____

EMAIL ADDRESS _____

OWNERS' SIGNATURES _____

SUBMITTAL PROCESS

There is a broad range of roofing materials acceptable in Genesee. The Architectural standards state asphalt composition will be high definition. The ARC interprets high definition to be at least .465 inches thick along the bottom edge when measuring 3 plies of shingles together. Stone coated steel will be approved if it meets the above description of high definition. All tile roofs meet the Architectural Standards for high definition. The ARC looks at every roof replacement on an individual basis. In addition to 'high definition', ARC also requires that the roof color to be compatible to the house color. All flashing, vents and other items protruding from the roof must be painted to match the new roof color.

1. Submit **ROOF IMPROVEMENT SUBMITTAL FORM** to the Genesee Foundation Office including:
 - a. Color sample of proposed roofing material.
 - b. Manufacturer of material _____.
 - c. Roofing material name of product to be used _____.
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 within 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.