

Marlborough Mesa Villas Association, Inc.

Request for Approval of Architectural Change

Marlborough Mesa Villas Association, Inc.
c/o Heywood Realty & Investment, Inc.
1834 East Baseline Road, Suite 102
Tempe, AZ 85283
Office: 480-820-1519 Fax: 480-820-1722

Dear Homeowner:

When completing the Architectural Request Form, please make sure the following information is included:

- 1) A clear description of what you are requesting
- 2) A drawing or sketch of your proposed change. Please be as detailed as possible of where the installation will be and what it will look like.
- 3) Copies of any required City of Mesa building permits.

Your request will be reviewed by the Architectural Committee, and recommendations will be presented to the Board of Directors at the next scheduled monthly meeting. (The Board meets on the first Tuesday of each month at the offices of Heywood Realty in Tempe at 6:30pm.) After review by the Board, you will receive an answer by mail within a few days.

Please make sure you get your requests in at least 7 days prior to the monthly meeting, or the Board might not receive it in time to put it on that month's agenda. In that case you would have to wait for the following month's regular meeting. If you have any questions please feel free to call Heywood Realty at (480) 820-1519 and speak with Julie Wadsworth, or Dave Heywood.

Sincerely,

Board of Directors

Board of Directors
Marlborough Mesa Villas

Please send completed request along with all associated documents to:
Marlborough Mesa Villas
c/o Heywood Realty and Investments, Inc.
1834 E. Baseline Rd. Suite 102
Tempe, AZ 85283

Marlborough Mesa Villas Association, Inc.

Request for Approval of Architectural Change

Name: _____ Phone No. () - _____
Mailing Address: _____ Unit No. _____
Work to be preformed by: _____ Phone No. () - _____

Description of request in detail:

(Please use additional sheets if needed and provide drawings or photos of the proposed improvement or change.)

The Homeowner is referred to the Declaration of Covenants, Conditions and Restrictions (CC&R's) of the Marlborough Mesa Villas Homeowners Association, especially **Article IV, Section 4.3**. The Homeowner agrees to maintain the improvement if approved by the Architectural Committee. If, in the view of the Committee, the improvement is not being maintained, the Committee has the right to remove or maintain the improvement with the homeowner bearing all costs thereof. The Homeowner agrees to comply with all city and state laws, and obtain all necessary permits **prior** to beginning work.

Please contact the City of Mesa, Building Permits office at **480-644-3145** and they can assist you with permits and answer your questions. You can also visit the City of Mesa's web site at <http://www.ci.mesa.az.us> for assistance with permits, questions, and general information.

Owner's Signature: _____ Date: _____

Architectural Committee use only:

The above-described architectural change has been:

- Approved**
 Approved with the following conditions: _____

Disapproved for the following reason: _____

Committee Member: _____ Date: _____

Board President Signature: _____ Date: _____

Please send completed request along with all associated documents to:
Marlborough Mesa Villas
c/o Heywood Realty and Investments, Inc.
1834 E. Baseline Rd. Suite 102
Tempe, AZ 85283