

Date Received by Association: _____

Casa Serena Homeowners' Association Architectural Committee Review Request Form

Prior to making any changes to a homeowner's property that are visible from outside the homeowner's property lines, the homeowner must apply for and receive permission from both Casa Serena Homeowners' Association and McCormick Ranch Property Owners' Association. The McCormick Ranch form to be completed can be found on the McCormick Ranch website.

The application must be accompanied by the contractor's certificate of insurance showing liability and workers' comp insurances as well as the contractor's indemnity agreement which can be found on the Casa Serena website.

A homeowner must complete this form and submit it and the contractor documents to Casa Serena for review by the Casa Serena Architectural Control Committee and Board. A completed form and accompanying documents may be mailed to the Casa Serena mailing address of 8708 East Via de Cerro, Scottsdale AZ 85258; emailed to info@casaserenahoa.org; or hand-delivered to Brian Forrester at 8738 East Via de McCormick.

In addition to submitting the completed form, the homeowner may be required to seek approval of the project from the City of Scottsdale Planning and Development Department. The homeowner should review the Casa Serena Rules and Regulations before submitting the completed form.

Name: _____

Casa Serena Address: _____

Phone: _____

Email: _____

Check items to be changed:

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Additions | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Sconces |
| <input type="checkbox"/> Awnings | <input type="checkbox"/> Monument Wall | <input type="checkbox"/> Storage Shed |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Paint Color | <input type="checkbox"/> Trees |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Patio | <input type="checkbox"/> Pool |
| <input type="checkbox"/> Garage Door | <input type="checkbox"/> Entrance Walkway | <input type="checkbox"/> Utility Access Door |
| <input type="checkbox"/> Gate | <input type="checkbox"/> Raised beds | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Ground Cover | <input type="checkbox"/> Retention walls | <input type="checkbox"/> Other |
| <input type="checkbox"/> Lamp posts | <input type="checkbox"/> Roof | _____ |

Provide description of items to be changed on a separate page. Include plot plans, specifications, size, photos, material lists and any other pertinent information. Provide a list of your contractor, subcontractors and material suppliers. DRAWINGS MUST BE TO SCALE.

Estimated start date: _____ Estimated completion date: _____

Date: _____ Signature: _____

APPROVED BY BOARD OF DIRECTORS OF CASA SERENA HOMEOWNERS' ASSOCIATION

ON _____ (date) _____
Signature of Officer