

**The Pavilions Community Association
Architectural Review Committee**

Change Request Form

If you are considering changes to the exterior of your home and/or lot as indicated below, please submit this form to the Architectural Control Committee at least thirty (30) days **PRIOR** to the commencement of work. If you need a copy of the ARC Guidelines, please contact Young Management Group, Inc.

Submit this form to:

MAIL:

The Pavilions Community Association
C/O Young Management Group,
Inc. 10660 Barkley St., Ste. 200
Overland Park, KS 66212

EMAIL:

michael@ymginc.com

IMPORTANT: Please provide as much detail as possible so that the Committee Members can understand your request fully and provide a prompt response. The Architectural Review Committee has not and does not express any opinion regarding the strength, engineering design or safety of said construction project. If a building permit is required, it must be obtained from your city of residence and submitted to the Architectural Review Committee along with the request for construction of your project. It is the homeowner's responsibility to see that the project is in compliance with all building codes, zoning ordinances and other laws and regulations.

Homeowners Name: _____

Address: _____ Phone: _____

Email address: _____

Project Start Date _____

Project End Date _____

REQUIRED: a construction timeline must be included with this request. You may use the template on the last page or submit your own.

**Note: Before submitting this request, please read your Covenants and Restrictions. This can save both time and expense. If the improvement is not addressed in the Covenants and Restrictions, the final decision will be based on type, size, style and location of requested improvement.
The Committee Members will review your request and provide a response within 30 days. If the form is incomplete or the committee requests additional information, this can extend the process time.**

Type of change to be made: Please circle each item to be changed or added:

Roof	Siding	Swimming Pool
Painting Door(s)	Animal Shelter	Painting Trim
Hot Tub	Replacing Garage Doors	Windows
Landscaping	Composting	Decks
Painting Garage Door(s)	Gazebo	Driveway
Basketball Goal	Painting	Swing Set / Play Set
Exterior Doors	Antenna	Radon System
Sidewalk	Other _____	

***FENCE INSTALLATION REQUIREMENTS**

If you planning to install a new fence you need to supply your lot number

Fence Color: _____ Fence Materials: _____

Description of the change to be made: Is photograph available? Yes No

Include size, height, and location on property:

Will there be any of the following items onsite during the project?

Dumpster	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Overnight Const Vehicles	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Port-A-Potty	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Overnight Const Equip	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Sample of materials, paint chips or sketch outlining change to be made is attached?

Yes: _____ No: _____ Paint Color Numbers: _____

The following information must be included with the request form. Please check the box to the left to indicate the items are attached to this form

1. Construction Timeline to include start and end date
2. Type of material used. (manufacturer, color, model, etc)
3. Actual drawing of modification with specifications/dimensions as it pertains to the property lot. (ie distance from property line, distance from home, etc)
4. A description, pictures, drawings and diagrams to support the request.

By submitting the Change Request Form you agree and understand the following:

WORKMANSHIP: The quality of work should be equal to or better than originally used in the neighborhood.

PROCEDURES: Prior to the commencement of any modifications, homeowners are responsible to submit, in writing, a Change Request Form to the Architectural Control Committee.

APPLICABILITY TO HOMEOWNER: The provisions of the Declaration of Restrictions section shall be applicable to the homeowner only with respect to lots that are improved with buildings that are or have been occupied.

CONSTRUCTION TIMELINE: Homeowners will be required to submit a construction timeline, list of any onsite construction materials and/or equipment, and completion date to the Architectural Review Committee (ARC). The provided timeline, completion date, onsite materials/equipment, and approved modification must be adhered to by the homeowner. Should the construction be delayed due to unforeseen circumstances, the homeowner must submit a new Architectural Change Request Form with all updated information.

CITY / STATE / COUNTY: Under no circumstance does approval by the Homeowner's Association indicate full authorization. In addition, it may be necessary to obtain building permits and structural approval as required by the City and/or County. All improvements are subject to local building regulation and restrictions of record. If the homeowner proceeds without all necessary approvals, Residents may be subject to legal proceedings as well as having to remove all unauthorized improvements.

* The ARC Committee has 30 days to approve or deny this request.

*Approval is good for 90 Days from the date of the approval letter. Work must be completed within this timeframe. If more time is needed you will need to request an extension.

Homeowner Signature (electronic or written)

Date

CONSTRUCTION TIMELINE

Property Address _____
Homeowner Name(s) _____

Company Name: _____
Company Contact: _____
Company Phone: _____
Company Email: _____

Start Date: _____

Project 1 _____ (description & timeframe)

Project 2 _____ (description & timeframe)

Project 3 _____ (description & timeframe)

Project 4 _____ (description & timeframe)

Equipment Onsite _____ (description & timeframe)

Materials Onsite _____ (description & timeframe)

End Date: _____

The provided timeline, completion date, onsite materials/equipment, and approved modification must be adhered to by the homeowner. Should the construction be delayed due to unforeseen circumstances, the homeowner must submit a new Architectural Change Request Form with all updated information. If the construction work is not completed by the approved completion date and an extension has not been approved, a fine of \$100 per day will be assessed to the homeowners account for every day the construction exceeds the originally approved completion date.

Homeowner Signature (electronic or written) Date

Pavilions of Leawood Homes Association, Inc.
Architectural Control
Agreement Form

It is my understanding that my neighbor _____

who lives at _____ is planning to install the following on their lot. *(check modification below)*

- Hot Tub
- Play Set
- Swimming Pool
- Fence

I live at _____ and have been informed of their plans and have no objection.

Signature

Date

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