
**CORTESSA COMMUNITY ASSOCIATION
DESIGN REVIEW GUIDELINES**

EXHIBIT B

CORTESSA COMMUNITY ASSOCIATION

Architectural Design Request for Approval Form

The Declaration of Covenants, Conditions, Restrictions, Reservations, and Easements for Cortessa (the "CC&R's") require that an owner obtain the prior written approval of the Design Review Committee or its nominee(s) (the "Committee") for any exterior alteration or addition to property within Cortessa.

To comply with the CC&R's, please complete the form below. Attach a detailed drawing or blueprint of the proposed alteration and/or addition. The drawing should specify dimensions, materials to be used and colors. This application and the drawing will be retained for the Committee records. A separate page is provided for an exterior painting request.

HOMEOWNER INFORMATION

NAME: _____

LOT #: _____ **SUBDIVISION:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP** _____

PHONE/BUSINESS: _____ **PHONE/HOME:** _____

Prior to committee review, the homeowner must sign to verify that:

1. Association fees are paid and current;
2. No fees and/or fines are owed to the Association and;
3. I understand and agree that **NO** work on this request shall commence until approval of the Committee has been received by me.

HOMEOWNER SIGNATURE: _____

DATE: _____

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REQUEST

Description of Request – Exterior Paint of Home

COLOR SCHEME:

Dunn Edwards:

	Scheme #:
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Sherwin Williams:

	Scheme #:
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Original scheme:

*(include sample paint chips or materials if appropriate)

COLOR(S)*:

Body color name/code:

Trim color name/code:

Pop-outs/shutter
color/code:

Garage door color/code:
(must be body or trim
color)

Front door color/code:

CONTRACTOR:

Address:

City/State/Zip:

Phone:

RETURN TO:

Email:

Mail:

Fax:

designreview@kinneymanagement.com

Cortessa Community Association
c/o Kinney Management Services
Post Office Box 25466
Tempe, Arizona 85285
480-820-7441

The Committee's review and approval is limited to and <u>only</u> pertains to the <u>ITEMS DESCRIBED ABOVE</u> . The fact that the information not specifically requested is shown on the plan does not mean that it is approved as part of the submittal.
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REQUEST

Description of Request - Provide full details of purpose and/or reason, type, color, size/dimensions of improvement and materials, and location utilizing this form. Use additional 8½" x 11" paper if necessary.

NOTE: AN ACCURATE DRAWING MUST BE ATTACHED. AN ACCURATE SITE PLAN MUST ALSO BE INCLUDED. FOR SWING SETS/PLAY STRUCTURES PLEASE INCLUDE SPECIFIC DIMENSIONS MAKE/MODEL AND PICTURES OF STRUCTURE IF AVAILABLE AND COMPLETELY FILL OUT NEIGHBOR ACKNOWLEDGEMENT FORM.

DESCRIPTION OF ALTERATIONS:

CONTRACTOR:

Address:

City/State/Zip:

Phone:

MATERIAL(S)*:

COLOR(S)*:

*(include sample paint chips or materials if appropriate)

DIMENSIONS:

RETURN TO:

Email:

Mail:

Fax:

designreview@kinneymanagement.com

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c/o Kinney Management Services

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Tempe, Arizona 85285

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COMMITTEE ACTION

The Committee has taken the following action on this application:

_____ **REJECTED.** Application either fails to meet one or more of the requirements set forth in the Design Review Guidelines or is believed to be in some manner inconsistent with the character of the community.

_____ **REVIEWED THE APPLICATION.** The following revision(s) and additional submission(s) are required to meet the Cortessa Community Association Guidelines. Pending approval of the revisions and submissions, the application is denied.

_____ **REVIEWED AND CONDITIONALLY APPROVED** the Architectural Design Form with the following changes required:

_____ **REVIEWED AND APPROVED.** The Architectural Design Form submitted as meeting the requirements of the Cortessa Community Association Guidelines. This approval is subject to all applicable County and State permits, codes and regulations. Compliance with said issues is the responsibility of the homeowner.

FOR THE COMMITTEE: _____

DATE: _____