

**MATERIAL
CHANGE
REQUEST**

**PAGOSA LAKES PROPERTY OWNERS ASSOCIATION, INC.
MATERIAL CHANGE REQUEST FOR PROJECT APPROVAL**

NAME _____ PHONE _____

MAILING ADDRESS: _____

E-MAIL: _____

CONTRACTORS NAME, PHONE, & EMAIL _____

PROPERTY ADDRESS: _____

BLOCK/LOT NUMBER _____ SUBDIVISION _____

EXTERIOR CHANGE:

MATERIAL CHANGE

COLOR & SAMPLE

Roof	_____	_____
Siding	_____	_____
Trim	_____	_____
Fascia	_____	_____
Garage Door	_____	_____
Entry Door	_____	_____
Other Doors	_____	_____
Other item being change and Color:	_____	

DRIVEWAY CHANGE:

Dimension

Material

Current Driveway dimensions	_____	_____
Addition to Driveway	_____	_____
Parking Pad	_____	_____
Hammerhead	_____	_____
Apron (area in front of garage)	_____	_____
Sidewalk	_____	_____

SITE PLAN SHOWING LOCATION AND DIMENSIONS OF THESE CHANGES

The owner attests that the information above is complete, correct, and all documents needed for approval have been submitted. Owner has read and agrees to abide by the sections of the Project Permit Process that pertains to the project, the Declaration of Restrictions for the subdivision, Project Agreement, and the Rules and Regulations of the Association. Permit is valid for 6 months. If work is not completed, an extension will be due and must be paid before the expiration date. For extension fee see section 9 of the Project Permit Process.

Complete Both Pages

FOR PLPOA USE ONLY

DATE APPLICATION AND PLANS RECEIVED & COMPLETE: _____

FEE AMOUNT _____ **DATE RECEIVED** _____

ACCOUNT# _____ **PERMIT #** _____

APPROVED / DISAPPROVED IN VANTACA

**PAGOSA LAKES PROPERTY OWNERS ASSOCIATION, INC.
MATERIAL CHANGE REQUEST FOR PROJECT APPROVAL**

1. _____ (initial) I am the owner of the property identified in this application.
2. _____ (initial) I and my contractor are responsible for reading, meeting, and following the requirements of the Project Permit Process, Project Agreement and the Rules & Regulations.
3. _____ (initial) I have submitted all required documents. (see section 3 & 4)
4. _____ (initial) Project permits are valid for six (6) months from date of approval. An Extension is required if the work is not completed. **REVISIONS TO AN EXISTING PROJECT DO NOT EXTEND THE PROJECT.**
5. _____ (initial) Extension must be applied for and fees paid before the permit expires. There are penalties for working without a current permit. The fee for an extension is determined by the Board of Directors. (see Section 9)
6. _____ (initial) Project permit card will be posted before construction begins and must remain posted until construction is completed.
7. _____ (initial) All request will be constructed in accordance with the Project Permit Application, plans and specifications as submitted to and approved by the Environmental Control Committee (ECC).
8. _____ (initial) Any changes to the approved plan must be reviewed and approved by the ECC. Any deviation from the approved plans will result in a penalty as outlined in the PLPOA Neighborhood Rules and Regulations.
9. _____ (Initial) YOU (the current owner) have the primary responsibility to advise anyone to whom you convey the property to, of the permit status at the time of the conveyance and must notify PLPOA in writing in advance *if* the property is to be conveyed before construction is complete and the permit closed.
10. _____ (initial) Permission is granted to the ECC and/or its representatives to access the property to assure that the building being constructed conforms to the project permit that was approved by the ECC. In verifying these details, the ECC assumes no responsibility whatsoever for the structural aspects of the improvement being installed or constructed. The number of spot checks conducted is entirely at the discretion of the ECC and/or its representatives, but it is anticipated they may occur as follows:
 - A. Prior to consideration by the ECC, the property and modification shall be staked to assure the structure will be sited in accordance with the Site Plan, and all trees to be cut down shall be flagged.
 - B. During construction at various intervals.
 - C. Upon completion of construction to assure that materials, architectural design, and colors of the exterior conform to the approved plans and application details. Driveway size and materials, Lighting and Drainage will be monitor closely.
11. All construction work will take place between 7:00 a.m. and 7:00 p.m., local time, Monday through Friday; 8 a.m. to 7 p.m., local time, Saturday; and 9:00 a.m. and 7:00 p.m., local time, Sunday.
12. The property owner and contractor understand that, in the event that legal action is required to enforce the terms of this agreement or any of the terms contained in the PLPOA Project Permit Process, Declarations of Restrictions and/or Rules & Regulations affecting the Property Owner's property, that if the PLPOA prevails, the property owner will be required to pay reasonable attorney fees and costs incurred by the PLPOA.
13. All provisions in this agreement are binding upon the Owner and contractor and the initialing of certain provisions does not affect the validity or enforceability of any other provision.
14. Violation and Fine Schedule: In consideration for obtaining a building permit, the property owner and contractor agree that they are subject to fines for violations identified in Sections D, E and F of the Neighborhood Rules and Regulations. They also acknowledge that they are familiar with and will comply with all provisions of the Project Permit Process. The contractor also acknowledges that he/she has no outstanding fines, violations or citations from PLPOA.
15. Delinquent fines will be subject to collection utilizing all remedies available to the Association, to the extent permitted by law, including reasonable legal fees and costs of collection.

The owner attests that the information above is complete, correct, and all documents needed for approval have been submitted. Owner has read and agrees to abide by the sections of the Project Permit Process that pertains to the project, the Declaration of Restrictions for this subdivision, Project Agreement, and the Rules and Regulations of the Association.

Property Owners Signature and Date

Contractor Signature and Date

Property Owners Name (Print)

Contractor/Construction Company Name (print)

E-MAIL: _____

E-MAIL: _____