

Monument Park Place Condominium Owners Association, Inc.

ARCHITECTURAL REVIEW APPLICATION PACKET

ARC's Responsibility:

It is the responsibility and role of the Architectural Review Committee (ARC) to review proposals for any construction or modifications that will be done to a homeowner's condominium.

Rules 8.2 9(a) - A Remodel-Architectural Review Request must be submitted to the Board for review and approval prior to undertaking kitchen/bath tear-out and replacement; plumbing and electrical projects; window replacement; front entry door, screen door, or patio door replacement; alterations to fireplace; and breaching or removal of interior walls.

CCR 9.8 (b) - Board may also take judicial action against the owner to enforce compliance with such rules, regulations, or other obligations, or to obtain damages for non-compliance, all to the extent permitted by law at a cost of up to \$50 per occurrence.

ARC's Purpose:

The purpose of the Monument Park Place ARC is to enforce the CC&Rs and Community Rules and Regulations established by the Condominium Owners Association (COA). The volunteer committee members are in charge of making sure interior modifications do not compromise heating, cooling, ventilation, electrical, plumbing, the structural integrity of the buildings, or the safety of owners and visitors.

Modifications Requiring Approval:

All kitchen/bath tear-out and replacement; plumbing and electrical projects; window replacement; front entry door, screen door, or patio door replacement; alterations to fireplace; and breaching or removal of interior walls.

The Application Packet:

In order for the ARC to carefully consider your remodel request, ensure your application packet is filled out completely and all supporting documents are included. If you have questions, reach out to Vice President for assistance:

VicePresident@MonumentParkPlace.com.

Application Submission:

Once your application packet is complete, you may submit it one of 3 ways – PAPER, USB FLASH DRIVE, OR PDF.

- **Email** : PDF documents to: VicePresident@MonumentParkPlace.com
- **Drop Box**: Paper packet or USB flash drive may be placed in the community drop box located by the mailboxes
- **U.S. Mail**: Mail your packet to MPP ARC, 69 West Boulder Street, Suite #100, Colorado Springs, CO 80903

Owner Presentation:

If the ARC requires a more detailed explanation of the intended remodel, the committee may request the owner to attend the review meeting to present their full modification plan.

Review and Determination Time Frame:

The Architectural Review Committee (ARC) will respond within 10 days but may take up to 45 days to approve a remodel request and render a determination. A written decision will be captured in the Comments section of the PayHOA site and communicated through email. In some cases, a written decision may be emailed to the owner of record.

Stop Before You Start:

As a reminder, do not start your home renovation prior to ARC approval and the necessary permits. The Board of Directors has the authority to require a homeowner to remove an unapproved modification.

Request for An Appeal:

An unfavorable determination may be appealed to the Board of Directors.

Date of Application: [Click or tap to enter a date.](#)

Owner Information:

Name of Legal Owner(s): [Click or tap here to enter text.](#)

Property Address: [Click or tap here to enter text.](#)

Phone No.: [Click or tap here to enter text.](#) Email: [Click or tap here to enter text.](#)

Remodel Dates:

Tentative Start Date: [Click or tap to enter a date.](#) Tentative Completion Date: [Click or tap to enter a date.](#)

Remodel Rooms:

- Kitchen -Master Bath -Guest Bath -Living Room -Hallway -Laundry Area -Patio
-Storage -Master Bedroom -2nd Bedroom -3rd Bedroom -Parking Stall

Remodel Items:

- Electrical -Plumbing -Heating/AC -Structural (walls) -Windows -Fireplace -Cabinets
-Flooring -Ceiling -Electrical Vehicle (EV) Charging Station -Other [Click or tap here to enter text.](#)

Use of Construction Chute:

- No -Yes (Review Chute Policy in PayHOA Under Documents or MonumentParkPlace.com Under Owner Forms)

Remodel Performed By:

- Homeowner -Contractor -Sub-Contractors Reports to Contractor -Sub-Contractors Reports to owner

Permit Will Be Pulled By:

- Homeowner -Contractor -Sub-Contractors Reporting to Contractor

Remodel Planned Improvements:

[Click or tap here to enter text.](#)

[Click or tap here to enter text.](#)

[Click or tap here to enter text.](#)

[Click or tap here to enter text.](#)

[Click or tap here to enter text.](#)

Attached

- Electrical Drawing -Plumbing Drawing -Heating/AC Drawing -Structural Drawing -Pictures

Attached Certificate of Liability Insurance:

- Homeowner Certificate -Contractor Certificate -Sub-Contractor Certificate

Attached Homeowner and Contractor Signed Acknowledgement of Worksite Rules:

-Homeowner Signed Copy of Worksite Rules -Contractor Signed Copy of Worksite Rules

Remodel Terms and Acknowledgment:

Carefully read and initial each item listed below:

- Choose an item.** If the application is incomplete, the homeowner will have 30-days to provide all pertinent information otherwise the application will be denied.
- Choose an item.** The committee will have 45-days to render a determination once all information has been received.
- Choose an item.** The homeowner acknowledges no work or commitment of work will be made until written approval has been received. Any work started before the above tentative start date is not approved and is subject to re-submittal to the committee.
- Choose an item.** All work will be done at the homeowner's expense.
- Choose an item.** No construction preparation at entryway - approved location: unit, balcony, owner's parking stall
- Choose an item.** All work will be done expeditiously once commenced and will be done in a good workman like manner by the homeowner, subcontractor, or contractor.
- Choose an item.** The homeowner assumes all liability and is responsible for all damages and/or injury which may result from performance of the construction or modifications.
- Choose an item.** The homeowner is responsible for complying with, all applicable federal, state, and local laws; building codes; and requirements in connection with this work.
- Choose an item.** The homeowner will be responsible for complying with, all applicable federal, state, and local laws; codes; and requirements in connection with this work, and will obtain any necessary governmental permits and approvals for the work. It is understood and agreed upon that the association and the board of directors, its agent and the committee have no responsibility with respect to such compliance and that the board of directors' or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.
- Choose an item.** All rules and regulations regarding hours of work, noise, and site clean-up must be strictly followed.
- Choose an item.** Any maintenance, repair, replacement, alterations, or remodeling work involving hammering, power drills, power saws, etc. can only be done between the hours of 8:00 a.m. and 5:00 p.m. on weekdays, and 9 a.m. and 3 p.m. on Saturdays and legal holidays. Only quiet work is permitted outside of the above specified hours.
- Choose an item.** The homeowner and contractor have reviewed and signed the worksite rules.

[Click or tap here to enter text.](#)

Homeowner Name

Date: [Click or tap to enter a date.](#)

[Click or tap here to enter text.](#)

Homeowner Signature

Date: [Click or tap to enter a date.](#)

Architectural Committee Determination

Review:

Committee Use Only

- Email Homeowner Acknowledgment Packet Received -File Opened in PayHOA -Homeowner's certificate of insurance
- Contractor's certificate of insurance -Copy of Drawings -Owner signed worksite rules - Contractor signed worksite rules
- Approved w/No Additional Conditions
- Approved w/Additional Conditions: [Click or tap here to enter text.](#)
- Request for Additional Information or in person Presentation
- Denied - Reason: [Click or tap here to enter text.](#)

Architectural Committee/Board Signature

Date

Architectural Committee/Board Signature

Date

Monitoring: -Verify Permit Pulled -Verify Compliant w/Worksite Rules -File packet in Owner E-File & PayHOA

Homeowner and Contractor Acknowledgment of Worksite Rules

Carefully read and acknowledge Site Rules:

Owner / Contractor

- / - No Smoking within the community on common grounds including parking lot, or inside condo
- / - All contractors/sub-contractors must wear safety vest while on property and working outside
- / - Homeowners, contractors, and sub-contractors agree to use safe work practices
- / - No obstructing common area (i.e., entryway, stairs, landings, bridges, etc.)
- / - No storing material or tools in common area
- / - No construction preparation at entry - approved location: unit, balcony, owner's parking stall
- / - A construction trash dumpster may be placed in one visitor parking stall but not at gate entry
- / - Lock box permitted on condo door or next to north side building C pedestrian gate
- / - Do not use community dumpster for construction material
- / - Ensure common area is cleaned up each day (stairs, walkways, entry area, bridge, parking lot)
- / - No blocking off visitor parking stalls for contract workers
- / - No contractor advertising signage may be placed on the property
- / - No blocking off visitor parking stalls for contract workers
- / - Use of electrical outlets in the common area storage rooms are prohibited for construction
- / - Work hours permitted between 8:00 a.m. to 5:00 p.m. on weekdays, 9:00 a.m. to 3:00 p.m. on Saturdays and legal holidays. Only quiet work permitted outside these specified hours
- / - Homeowner & contractor must maintain liability insurance throughout the remodel
- / - Any damage to the common area must be reported to management services 719-481-2232
- / - Homeowner/contractor agree to only use licensed trades for electrical, plumbing, structural
- / - The ARC/Board will notify the community of any approved remodel project
- / - Water shut off requirements:
 - 48-hours' notice required for water shut off
 - Shut off may be between 9AM-4PM, Monday – Friday
 - Water shut off for 4-hours maximum
 - Outside temperature range must be between 35° to 95° at start of shut off
 - Shut off request must be emailed to Management@MonumentParkPlace.com
 - Shut off valve installation required to be added/updated as of 05/12/21

[Click or tap here to enter text.](#)

Homeowner Name

Date: [Click or tap to enter a date.](#)

[Click or tap here to enter text.](#)

Contractor Name

Date: [Click or tap to enter a date.](#)

Condo Number: **MPP**-[Click or tap here to enter text.](#)

Contractor Phone #[Click or tap here to enter text.](#)