

# PUEBLOS DEL SOL OWNER'S ASSOCIATION, INC.

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## An Overview of the Modifications Approval Process

### Why do we have Guidelines?

The goal of the Pueblos del Sol Declaration of Covenants, Conditions & Restrictions(CC&Rs) which includes the Architectural Guidelines and restrictions is to maintain harmony and compatibility in the appearance and character of the residences within Pueblos del Sol; protecting and enhancing property values. The CC&Rs were created to help ensure Pueblos del Sol remains one of Santa Fe's preferred communities while giving property owners the flexibility to make modifications and improvements that suit their lifestyles.

### Who ensures compliance of the modifications with the Guidelines?

The Architectural Control Committee (The Committee) is charged with the task of evaluating each proposed modification for compliance with the CC&Rs. In reviewing each submission, the Committee may consider among other things, the quality of workmanship and design; harmony of external design with existing structures; location in relation to surrounding structures; topography and finish grade elevations.

### What type of projects am I required to submit an approval request for?

Approval requests should be submitted for the following projects including but not limited to:

Swimming Pools/ Spas	Structural Modifications
Modifications to Landscaping	Utility & Communication Device Installation
Awnings/ Patio Covers/Gazebos	Sheds or Independent Exterior Structures
Driveways/ Fences/Walls/Gates	Screen / Storm Doors
Security/Burglar Bars	Color Changes on Residence
Exterior Lighting Fixtures	Play Equipment & Sport Courts
Trellises	New Windows, Doors, Screens and Sunshades
Yard Art (Statuary, Fountains, Ornamentation)	Air Conditioning Units Installed in Windows or Walls

Regular maintenance of previously approved improvements that do not alter the exterior color or appearance of your residence do not require approval from the committee.

### How do I get approval for my project?

As specified in the CC&Rs, a request for approval of your proposed modification must be submitted to the Committee for review prior to commencement of construction. The Committee will approve or disapprove your submittal within 30 days of receipt. You will be notified in writing of their decision.

Attached please find a ***Modification Approval Request Form*** for your use. When submitting your request, please remember to include plans and specifications showing the nature, kind, shape, color, size, materials, and location of all proposed modifications/improvements. Once construction of your approved project is completed please notify the Committee in writing so the required site inspection can be performed. If all is found to be in compliance the Committee will issue a Notice of Approved Work for your records.

If you have any questions or require additional information please feel free to contact HOAMCO (505)954-4479. Copies of the CC&Rs are available upon request.

**PUEBLOS DEL SOL  
OWNER'S ASSOCIATION, INC.**

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**REQUEST FOR APPROVAL OF ARCHITECTURAL  
IMPROVEMENT OR MODIFICATION**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

As specified in Declaration of Covenants, Conditions, & Restriction, plans and specifications showing the nature, kind, shape, color, size, materials, and location of all proposed structures and improvements must be submitted to the Architectural Control Committee for review and approval (or disapproval). In addition, information concerning irrigation systems, drainage, lighting, landscaping and other features of proposed construction shall be submitted as applicable. In reviewing each submission, the Committee may consider the quality of workmanship and design, harmony of external design with existing structures, and location in relation to surrounding structures, topography, and finish grade elevation, among other things.

**Briefly Describe the Alteration or Improvement Which You Propose:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

**Please Remember to Attach the Following:**

- 1) A sketch which indicates the proposed location(s) of the improvement or alteration.
- 2) List of materials to be used which includes type, style, and manufacturer (sample or brochure indicating manufacturer specifications and design is helpful).
- 3) Color Samples of paint /stain or materials to be used (include name of color and manufacturer)
- 4) Copy of Building Permit must be attached, when applicable.

**REMINDER: You must obtain a Building Permit from the City of Santa Fe for many exterior projects including walls, fences, driveways, and patio covers. Please contact the City Residential Building Permit Representative for more information at (505)955-6645.**

Please return your completed request submittal to the Pueblos Del Sol Association at the address below. Feel free to contact Michael Smith at HOAMCO with any questions (505)954-4479 or [Michael@Hoamco.com](mailto:Michael@Hoamco.com).

Homeowner Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

HOAMCO & ACC COMMITTEE USE ONLY

HOAMCO Date Received: \_\_\_\_\_ ACC Date Received: \_\_\_\_\_  
HOAMCO Date to Committee: \_\_\_\_\_ ACC Date of Review: \_\_\_\_\_

**ACC DECISION**

The submitted architectural change is: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Initials \_\_\_\_\_

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Details: \_\_\_\_\_

**WAIVER OF LIABILITY**

We/I, owner(s) of the residence located at \_\_\_\_\_  
understand and will comply with the following:

1. If the modification is not completed as approved, said approval can be revoked and the modification will be required to be removed by the owner at the owner's expense.
2. Owner(s) is required to advise all contractors that common areas are not to be used as work or storage areas. Contractors will also be held responsible for thorough cleanup of common areas, sidewalks and streets.
3. Owner(s) is required to pay for and repair any and all damage to the common areas as a result of construction or contractor negligence.
4. Owner(s) agrees to adhere to all applicable state and county building codes and to obtain all necessary permits. Owners(s) understand that ACC approval, if given, will not relieve owner(s) of such compliance and permits.
5. Owner(s) agrees to abide by the decision and terms and conditions of the ACC, or (in the case of an appeal) the appointed representative. If, in the view of the Board of Directors, the improvement is not being maintained, the Association has the right to remove or maintain the improvement with the Homeowner bearing all costs.
6. Applications from tenants **will not** be accepted without the written consent and signature by owner of the Architectural Change Form.

This Waiver of Liability is hereby signed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

WITNESSES:

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date