

DESIGN REVIEW BOARD (DRB) SUBMITTAL (CHANGE OF PAINT SCHEMES)

Download this form to your computer, fill out the form (in Adobe Reader, go to View, Tools, Fill & Sign), then save it, and send it to support@overlookproperty.com with the other requested documentation.

OWNER INFORMATION

PROPERTY ADDRESS _____

NAME(S) OF PROPERTY OWNER(S) _____

EMAIL ADDRESS _____ PHONE _____

STEP 1 - Initial the checklist and include the required documents for this application. There is no fee for changing paint schemes. IMPORTANT NOTE: If the required documents are missing, the process will stop until the required documents are submitted.

_____ I/We have read the following documents regarding painting: ***Solterra Homeowners Guide to DRB Applications and the Residential Improvement Guidelines and Site Restrictions for Solterra.***

_____ I/We have mailed manufacturer's paint chips or swatches to Overlook Property Management. Digital copies will not be accepted.

_____ I/We have specified the paint color (i.e., SW 6385 Dover White) for each applicable location on my/our home on the chart below. Reference the home diagrams to determine where each location is.

_____ I/We have attached photos of my/our existing home, as well as those of the two homes on either side and one home across the street (six photos total). Photos must be labeled to indicate the relationship to applicant's home (i.e., my/our home, first home on left, home across street, etc.).

_____ I/We will notify Overlook Property Management when the painting modification is completed and acknowledge that modifications may be inspected for adherence to the application. (See Step 5 below for details.)

_____ I/We have included the Solterra Patio Homeowners Association approval letter. (Remington homeowners must receive approval by the Solterra Patio Homeowners Association prior to applying to the Solterra HOA.)

STEP 2 - Send the information to Overlook Property Management. Paint swatches must be mailed to Overlook Property Management, 6860 S. Yosemite Ct., Suite 2000, Centennial, CO 80112. This application and all other required documentation must be emailed in PDF format to support@overlookproperty.com. All the above information must be received by Overlook by the second Monday of the month to be reviewed by the DRB on the second Monday of the following month.

STEP 3 - The Architectural/Landscape Review Committee (ALRC) has approximately 10 days after the monthly deadline to initially review the documents submitted in the design request. If the information is not complete, or clarification is necessary, the homeowner will be requested to provide additional or missing information before the application is forwarded to the DRB. If the requested information or clarification is not submitted by the applicant before the design request is forwarded to the DRB, action by the DRB might be delayed until the next review meeting. If all the information is complete, the design request will be forwarded to the DRB with the ALRC comments. The homeowner will be notified that the request has been forwarded to the DRB.

STEP 4 - After final review by the ALRC, the application will be forwarded to the DRB before they meet at the beginning of the next month. Typically, the DRB will consider the comments from the ALRC and review the request within 45 days of the final submittal of the application. The DRB will notify the homeowner in writing of their decision. NOTE: If the Design Review Board fails to approve or disapprove any application within 45 days after the submission of the properly completed application, required materials, and requested clarifications, the application shall be deemed rejected.

STEP 5 - All improvements approved by the DRB must commence within three (3) months from the date of approval and be completed within six (6) months of commencement. In order to complete the DRB process and determine whether or not the proposed improvement is being completed or has been completed in compliance with the approval granted by the DRB, a final inspection must be requested. Failure to do so may result in further action by the DRB.



Indicate the proposed paint color only for the applicable portions of the home.
 (NOTE: Homes may not have all portions listed below.)

- _____ Stucco/primary color
- _____ Secondary color (areas adjacent to windows and doors)
- _____ Soffit/Fascia/Gutter
- _____ Front door
- _____ Garage door(s)
- _____ Shutter(s)
- _____ Bump-out(s)
- _____ Decorative panel(s)

OWNER ACKNOWLEDGEMENT

In signing this application, I certify that all the information provided by me in connection with my application is true and complete. I understand that any misstatements, falsification, or omission of information shall be grounds for denial of this application. I further understand that if the Design Review Board (DRB) fails to approve or disapprove any application within 45 days after submission of all required documents and materials, this application shall be deemed denied. **Prior to receiving approval, I agree not to begin modifications of the property until the DRB notifies me in writing of their decision.** DRB approval does NOT substitute for any Local, County, and State required permits. The owner/builder is responsible for adhering to all Local, County, and State guidelines. Any decision of the DRB does not ensure approval from any other sub-association. Approval from the sub-association must be included with the DRB Submittal. If any changes are made that have not been approved or do not conform to Local, County, and State guidelines or per the governing documents, the DRB may require the owner/builder to change or remove the modification.

PROPERTY OWNER SIGNATURE(S) _____ DATE _____

DRB APPROVAL/REMARKS:

DATE _____