

# Towne Meadows

## Homeowners Association

### Architectural Approval Request Form

**Submit to:** RCP Community Management  
633 E Ray Road, Suite 122  
Gilbert, AZ 85296  
480-813-6788 480-545-6196 fax

Requested by:

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Community: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

General Description of work to be performed: Include dimensions, shapes, colors, and locations.  
Please attach a sketch, photograph or sales brochure illustrations of desired addition and/or modifications.

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I will assume the responsibility for any work under the above-proposed improvement that my contractor or I, accomplish which may, in the future adversely affect to common area. I will assume responsibility for all future maintenance of this addition or improvement.

Homeowner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* Notice: Submissions can not be considered if the homeowner is not current with the payment of assessments.**

Some landscaping changes require adjacent owners input prior to installation. The undersigned adjacent owners have no objections to the proposed improvement:

#1 – Owner signature: \_\_\_\_\_ Date: \_\_\_\_\_

#2 – Owner signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notice to Owners** – Your improvements may require a permit from the City/County Building Department. You should check with the department about permits before starting any work. All work must be completed within 90 days of approval.

#### For Board Use Only

|   |                         |                               |
|---|-------------------------|-------------------------------|
| Date received by Architectural Committee: _____ | Date of Decision: _____ |                               |
| Approval _____                                  | Disapproval _____       | Manager Recommendation: _____ |
| Comments: _____                                 |                         |                               |

Please email Completed Forms to: [ARC@RCPAZ.COM](mailto:ARC@RCPAZ.COM)