

# SAPPHIRE POINTE MASTER ASSOCIATION



**tmmc**  
PROPERTY MANAGEMENT  
Hands on management by people who care

**RECEIPT – FOR INTERNAL USE ONLY**  
I hereby acknowledge receipt of the above

## SUBMISSION TO DESIGN REVIEW COMMITTEE

and its marked attachments on \_\_\_\_\_  
This receipt is not an acknowledgment that such submission is complete.  
By: \_\_\_\_\_ SW: \_\_\_\_\_

Owner Name:	Home Phone:
Property Address:	Cell or Work Phone:
Mailing Address:	Email Address:

<input type="radio"/> MY REQUEST INVOLVES THE FOLLOWING OTHER TYPE OF IMPROVEMENT	
<input type="radio"/> Landscaping – Provide 11" x 17" Plan	<input type="radio"/> Driveway/Walk Addition or Improvement
<input type="radio"/> Roofing	<input type="radio"/> Deck or Patio
<input type="radio"/> Garage Doors	<input type="radio"/> Patio Cover/Awning/Trellis/Gazebo/Pergola
<input type="radio"/> Painting – Provide 12" x 12" Paint Samples	<input type="radio"/> Fencing
<input type="radio"/> Windows/Doors/Storm Doors	<input type="radio"/> Solar Panels, Wind/Electric Generator
<input type="radio"/> Lighting	<input type="radio"/> Other

<b>Description of Work</b> (include nature, kind, exterior colors and location of proposed improvement).	<b>Painting (Only Fill Out if Applicable)</b>						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Base/Body Color:</td> <td style="width: 50%;">Trim Color:</td> </tr> <tr> <td>Door Color:</td> <td>Accent Color:</td> </tr> <tr> <td colspan="2">Same As Existing?    Yes    No</td> </tr> </table>	Base/Body Color:	Trim Color:	Door Color:	Accent Color:	Same As Existing?    Yes    No	
Base/Body Color:	Trim Color:						
Door Color:	Accent Color:						
Same As Existing?    Yes    No							

ATTACHMENTS	
<input type="radio"/> Paint Samples	<input type="radio"/> Material Samples
<input type="radio"/> Specifications (ie. manufacturer's brochure)	<input type="radio"/> Photographs
<input type="radio"/> Elevation Drawings/Architectural Drawings	<input type="radio"/> Plot Plan

I understand that I must receive the written approval of the Design Review Committee in order to proceed. Design Review Committee approval does not constitute approval of the local building or zoning department, drainage design or structural or engineering safety and/or soundness. I understand that I may be required to obtain building or other permits and approvals prior to the commencement of any work. I agree that my failure to obtain required building or other permits and approvals will result in the withdrawal of the Design Review Committee's approval. I further agree not to alter existing drainage patterns on the Lot without the express approval in writing by the Board or the Design Review Committee. Upon completion of my improvement, I hereby authorize Design Review Committee or its delegate to enter onto my property for exterior inspection at a mutually agreed upon time, if requested. I agree that my refusal to allow inspection may result in the withdrawal of the approval. I further agree that if, at any time during the process, the Design Review Committee requests to enter onto the Lot or requests further information to determine if the improvement is being constructed in accordance with the approval plan and in compliance with the covenants, I will comply with the request. I agree that my failure to comply with the request shall result in withdrawal of the approval. I further understand that the Association may request additional information prior to reviewing this request. In addition, I agree that my failure to start or complete the improvement within the time specified on the application shall result in withdrawal of the approval unless an extension is requested in writing and approved in writing.

<b>Owner Signature:</b>	<b>Date:</b>
<b>Planned Start Date:</b>	<b>Planned Completion Date:</b>

DECISION OF THE DESIGN REVIEW COMMITTEE	
<input type="radio"/> APPROVED AS SUBMITTED	
<input type="radio"/> APPROVED WITH THE FOLLOWING CONDITIONS AND/OR SUBJECT TO HOA GOVERNING DOCUMENTS AS FOLLOWS:	
<input type="radio"/> DENIED FOR THE REASON(S) STATED BELOW	
<input type="radio"/> Required documentation must be provided as follows:	
<input type="radio"/> Improvement does not comply with applicable provisions of the Association's Governing Documents	
<input type="radio"/> Description of work not clear	
<input type="radio"/> Other:	
<b>DRC/BOD Member Signature:</b>	<b>Date:</b>
<b>DRC/BOD Member Signature:</b>	<b>Date:</b>