

Tallyn's Reach Master Association

C/o Haven Community Management, 350 Interlocken Blvd, Ste 350, Broomfield, CO 80021
 Phone: 303-530-0700 Email: customercare@havencm.com

Application for Home Improvements and Modifications

In an effort to provide and protect each individual homeowner's rights and property values, it is required that any homeowner(s) considering improvements and/or changes to their home or property submit an **“Application for Home Improvements and Modifications”** to the Design Review Committee. If any change is made that has not been approved, per the governing documents, the HOA may require an owner to change or remove an improvement. ***In addition, plans, sketches, drawings, illustrations, photographs, dimensions, and material samples should be provided to sufficiently describe the project in detail.***

Homeowner Information

Date	Email
Name	Phone#
Property Address	Alt contact
Mailing Address (if different)	Do you live in a Sub-Association? If yes, which one?

Please circle type of request:

\$50.00 application fee
 Or \$95.00 application fee, if including both front yard and backyard
 Or \$500.00 New Build application fee

Back-yard landscape	Permanent Basketball Court	Retaining Wall	Gazebo/Pergola/Pool Enclosure
Front-yard landscape	Patio/Deck	Greenhouse	Pool/Spa
	Driveway addition or changes		

Please circle type of request: NO application fee

Flagpole	Trash Enclosures	Firewood storage	Paint color change	A/C unit	Window Replacement
Shutters	Satellite Dish	Shed / Storage Building	Skylight	Awning	Door Replacement
Mailboxes	Solar Device	Storm door	Exterior Lighting	Basketball Post	Home Standby Generator
Other	Roof	Playhouse	Play / Swing Sets	Dog Run	
	Fence	Tree Replacement	Radon System		

If OTHER, please describe:

Landscape Improvements - Please note:

Please carefully review the landscape guidelines addressing all requirements. Please pay close attention to:

- **Front Yard Trees** - Required one (1) 3-inch caliper shade tree and one (1) 8-foot-tall evergreen tree.
- **Rock Mulch** - Must be 1.5"-2" river rock ONLY.
- **Retaining Walls** - Must be natural stone faced. There are three (3) approved types of retaining walls in the guidelines. A photograph of the proposed wall type and material is required with your submittal.
- **City of Aurora requirements for street trees, soil amendment and irrigation should also be addressed.**

Painting: Please visit the Sherwin-Williams Homeowners Association Color Archive for Tallyn's Reach Master HOA (<https://www.sherwin-williams.com/homeowners/color/find-and-explore-colors/hoa/aurora/co/tallyns-reach-master-hoa/>) to view the pre-approved paint color schemes.

Portion of house to be painted:	Trim color (includes soffit, fascia boards, window trim):
Body color:	Accent color (includes shutters, window hoods, exterior doors):

Storage Building:

Plot map must be included/provided with Application showing specific location of the proposed building on the map.				
Building height	Building dimensions	Building sq ft	Location of building on the lot	Paint color – please fill in specific paint colors in the Painting area shown above.

Please include a sample of all improvements. (Example: Paint chip/swab/swatch, roofing shingle, siding sample, solar screen sample, etc.) In signing this application, I certify that all the information provided by me in connection with my application, whether on this document or not, 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 the Design Review Committee (DRC) has sixty (60) days upon receipt of this application to review the application and information provided and I agree not to begin property Improvements or modifications until the DRC notifies me, in writing, of their decision. DRC and HOA approval does not substitute for any County/State required permits. Owner is responsible for adhering to all local City/County/State guidelines. I have answered, truthfully, all questions pertaining to the proposed mentioned Improvement or modification and have attached all samples, plans and permits required.

Owner Signature:	Date:
------------------	-------

Improvement Start Date:	Improvement Completion Date:
Neighbor Courtesy Signature:	Address/Phone:
Neighbor Courtesy Signature:	Address/Phone:

Please return application to: **Contact Info:**

Tallyn's Reach Master Association
 C/o Haven Community Management
 350 Interlocken Blvd, Ste 350
 Broomfield, CO 80021

Website: <https://tallynsreach.com/>
 Phone: 303-530-0700
 Email: customercare@havencm.com

For a complete copy of the Design Guidelines, please visit the website:
<https://tallynsreach.com/governing-documents/design-landscaping-requests/>

Special Notes:

- **Plans:** Please make sure that your plan is complete with as much detailed information as possible; pictures are extremely helpful.
- **Payment:** Make sure to include a check for \$50.00 or \$95.00 (if submitting plans for front and back) made payable to Tallyn's Reach Master Association.
- **Review time:** 30-60 Days. While it may not take the entire 60 days for review of the application, during the busy season it may take up to four (4) weeks from the day the application is received.

Design Review Committee Use Only

Recommendation of the DRC: Approved: _____ Approved with Conditions: _____ Denied: _____
Comments/Conditions/Reason for Denial:
DRC Signature: _____ Date: _____

Application Fee:
Check#:
Date Received:
Received By:

1.03 Submittal Checklist

Because of the wide variety of architectural requests, the requirements for submittal vary based on improvement type. Here is some additional information that needs to be included with your application or architectural request form:

PAINTING:

- Color Samples - Paint Chips - Paint Scheme from Website, if applicable.
- General Description or Picture of your neighbors' color schemes on either side of your home.

ROOFING:

- Material Samples (supplied by manufacturer). Please specify manufacturer, style, color, etc.

DECKS:

- Lot Layout* with Addition Location
- List of specific materials and finishes
- Sketch of Railing Elevation for Deck (minimum scale 1/2"=1'-0")
- Elevation** of house showing Deck location.

BUILDING PROJECTIONS AND ROOM ADD-ONS:

- Lot Layout* with Addition Location
- Floor Plan** with Addition
- All Elevations** of house impacted by the Addition.
- Section drawing showing connection of the addition to the existing structure (minimum scale 1/8"=1'0")
- Material and color samples, including siding, masonry, and roof, where applicable.

*The Lot Layout (or Plot Plan) was provided to Homeowners as a part of your closing documents. If they were not included, they can be obtained through your Builder. The Lot Layout needs to be shown to scale.

**Elevations and Floor plans can be obtained through your Builder. All Elevations and Plans need to be shown to scale, minimum 1/8"=1'-0".

Any photographs or additional information that may help you describe your project and your existing circumstances are encouraged.

NEIGHBOR SIGNATURES:

As a matter of courtesy, we require at least one neighbor courtesy signature on any improvement that will be in the view of your neighbor. (i.e., Trees, playsets, sheds, solar panels, exterior painting, etc.)

Tallyn's Reach Master Notice of Completion Form

Name: _____ Email: _____

Address:

Home Phone: _____ Cell Phone: _____

Project: _____

Start Date: _____

Completion Date: _____

Homeowner Signature: _____

Date: _____

****Please complete this form and submit to the association upon completion of your project****

Tallyn's Reach Master Association
C/o Haven Community Management
350 Interlocken Blvd, Ste 350
Broomfield, CO 80021

Email: customercare@havencm.com