

COMMON AREAS CUSTOMIZING FORM

The purpose of this doc. is to spell out in detail how members of the HOA can customize the common grounds area. This could be an individual or a small group request. The process is a little-different than the one used for an individual Architectural Request. *However, to be clear, a customizing of community area needs approval by the majority of affected residents – Circle or Association.*

Please submit this form, with all the required information and signatures, to the Board, at:

**Los Lagos II Homeowners Association No. 1
1700 Montana Vista
Lake Havasu City AZ 86403-9399**

HOA MEMBERS

- Provide contact information for the person or persons submitting the project.
- Contact all the residents affected by the project:
 - Let them know what the project would be.
 - Ask for their input.
 - See if they will pledge any monies to be used only for this project. *Pledges would need to be collected only when the project was approved.*
 - Seek their approval – need a majority of affected residents to approve.
- Submit a detailed and specific plan to the Board:
 - This must include any pledged funds to be used only for the project.
 - An item by item list of the cost of material needed for the project. This must be accompanied with specific details as to the items and from where they will be purchased.
 - An outline of any labor requirements; what needs to be done and who will do it, whether HOA members or Los Lagos Maintenance personnel.
- A desired start and estimated completion date. If the project cannot be completed by the submitted completion date, please let the Board know before the submitted completion date.
- If the project is not completed by the submitting group or runs 3 or more days over the completion date the HOA has the option to complete the project with any additional costs to be paid by the submitting group. Costs include, but are not limited to, the hourly cost of maintenance personnel required to complete the project. If necessary will be contracted out to a specialized Contractor at submitter's expense.

HOA BOARD

- Once submitted, the Board can discuss any necessary HOA funds needed to complete the project.
- Within 15 days the Board will review and reply with any specific concerns or structural needs, such as plumbing, that must be addressed prior to approval. Official approval from the Board is necessary; verbal agreement or approval is not binding.

Once approved, and after the pledges have been collected and deposited into the HOA account, work can begin on the project.

We hope this outline will answer any questions before and during the project and allow it to be completed in a timely manner. Thank you for your cooperation and understanding.

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PROJECT REQUEST SHEET LOS LAGOS II HOMEOWNERS ASSOCIATION NO. 1, LAKE HAVASU CITY AZ 86403

CONTACT INFORMATION - For the person or persons submitting the project.

<i>PERSON</i>	<i>CONTACT INFO</i>

DESIRED START AND COMPLETION DATES

<i>START DATE</i>	<i>COMPLETION DATE</i>

PLEDGES AND AMOUNTS

<i>PLEDGES</i>	<i>AMOUNT</i>

MATERIAL NEEDED FOR THE PROJECT

<i>ITEM</i>	<i>COST PER ITEM</i>	<i>QUANTITY</i>	<i>TOTAL COST</i>	<i>VENDOR</i>

LABOR REQUIREMENTS – People needed to complete the project.

<i>RESIDENT PROVIDED</i>	<i>HOA PROVIDED</i>

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RESIDENT PROJECT APPROVAL SHEET

DATE	NAME	UNIT	YES, I APPROVE OF THE PROPOSED PROJECT.

Date submitted: _____ Received by: _____

Architectural Committee Recommendation: Approve: _____ Disapprove _____ Date: _____

Architectural Chair _____ Date: _____

Board Member _____ Date: _____

Board Member _____ Date: _____

Comments: _____
