

ARCHITECTURAL CONTROL COMMITTEE

Application for Re-Stucco, Re-Roof and Trim Refinishing

Please note: You must obtain the approval of the ACC in writing prior to the start of any construction that alters the external appearance of your property.

Before you apply for approval of your project:

Read your covenant. There are approximately thirty-five (35) units in Sandia Heights and each one has its own covenant which may differ from all the others in various ways.

Read the ACC's Design Guidelines if your project involves re-roofing.

(The above referenced documents can be picked up at the SHHA Office, 2-B San Rafael Ave., or at www.sandiahomeowners.org.)

Application Preparation and Submittal:

1. Please fill out all parts of the application. Mark any item that you feel does not apply with the notation "NA." Please be careful, failure to provide all pertinent information will require follow-up and will delay the processing of your application.
2. Provide *two copies* of your application and all attachments including drawings, material samples, color samples, etc.
3. Deliver or mail your application package to the SHHA Office, 2-B San Rafael Ave. NE, Albuquerque, NM 87122. Office hours are 9AM to 4PM Monday through Friday except for holidays. There is also an after-hours drop off box at the office. The Office can be reached at 505 797 7793.
4. If you have any questions or require more information, the SHHA Office staff will be happy to assist you.

ACC Deliberative Process:

1. A member of the Committee may discuss the project and walk the property with you to understand its physical context. *Please be prepared to meet with the Committee member.* Your application will not be considered complete until this meeting is completed to the satisfaction of the Committee.
2. The ACC may conduct a Neighborhood Review to inform your neighbors of your project and to receive their comments and concerns.
3. If there is enough interest, the ACC may conduct a Neighborhood Review Meeting at which the project and any changes made to achieve covenant compliance will be explained, and discussed and comments and concerns will be heard. This meeting may also include a visit to the building site.
4. The ACC will deliberate and issue its decision in letter form to you.

5. This process usually is completed in a few days but can take up to 30 days from the date on which the ACC receives your complete application and meets with you for a walk-through of your property.

Application Fees:

There are no application fees for members of the Sandia Heights Homeowners Association (your monthly dues pay for this service.) Non-members rates are stated on the application form. You must provide payment with your application. (Make checks payable to Sandia Heights Homeowners Association or SHHA.)

If you would like to join the Association and enjoy the many benefits of membership just tell the SHHA office staff and sign the statement in the Fee section of the application and ***your application fee will be waived.***

Application and Checklist for Re-stucco, Re-Roof & Trim Refinishing

Please respond to all of the items listed below. Completion of the review and approval process in an expeditious manner will depend upon receipt of all required information.

Note: *This application and all related plans, drawing, sketches, and other supporting documents must be submitted in **duplicate**.*

Date _____

Yes _____ I am a member of the SHHA No fee is required

No I am not a member. My application fee is attached \$_____ Fees are used to defray the costs of plan review, site visits, and office processing & expenses.

Sign me up! I agree to maintain my membership in the SHHA for at least twelve (12) months or until such time as my project is finished, whichever comes last. **I understand that by joining now my application fee(s) are waived.**

Signature

Date

Project	Non-Member Fee Schedule
_____ Re-roof flat roof	\$50.00
_____ Re-roof pitched roof	\$50.00
_____ Re-stucco, using pre-approved color	\$50.00
_____ Re-stucco, using other colors	\$50.00
_____ Re-finish trim color, match existing	\$50.00
_____ Re-finish trim color, different color	\$50.00

SECTION I – GENERAL INFORMATION

Street Address or Lot Number

Property Owner's Name _____

Phone _____ Fax _____

Mailing Address _____

Zip _____

Property Owner's E-mail Address _____

Estimated Start Date _____

Complete description of the proposed project:

SECTION II – PROJECTS

RESTUCCO:

Manufacturer of Stucco Product: (Examples: El Rey, Sto):

Stucco Color Name: (If to match existing, so state, provide color name and number.)

If stucco manufacturer and color is not on the attached list, a color sample MUST be included with this application.

RE-ROOF:

Type of Material (Examples: Tar and Gravel, Membrane System, Metal Raised Seam):

Color of Material (Note: White roofing will not be approved):

For all roof types other than tar & gravel, a color sample MUST be included with this application.

TRIM RE-FINISHING:

Trim Color Brand & Name

For all trim finishes, a color sample MUST be included with this application.

SECTION III - PROCEDURES

Submit completed **one copy** of your application along with required attachments and a check for the appropriate amount (payable to: Sandia Heights Homeowners Association.) Applications may be submitted at the SHHA office, 2-B San Rafael, NE between 9M and 4PM Monday

through Friday. There is also an after-hours drop off box at the office. If you prefer, you may mail this application and attached documents to: SHHA, 2-B San Rafael Ave. NE, Albuquerque, NM 87122. Please call the SHHA office at 797-7793 with all inquiries.

All projects must start within 12 months of approval from the Architectural Control Committee (ACC). If the project has not started within 12 months, a new application must be submitted. All projects must be completed within 12 months after they are started.

Both owner and builder hereby acknowledge prior receipt and understanding of the Sandia Heights Declaration of Restrictions for the applicable unit and understand that no work on the site can proceed without the ACC's prior written approval.

Furthermore, the Property Owner and builder hereby acknowledge that the project requested by this application (check the appropriate item):

_____ Is fully compliant with the Sandia Heights Declaration of Restrictions (Covenants) for the applicable unit.
_____ Is not in accordance with the Sandia Heights Declaration of Restrictions (Covenants) for the applicable unit and a Request for Variance is submitted with this application.

This application and all supporting materials are hereby submitted in two complete sets, one set of which will remain in possession of the SHHA. The other set will be returned to the applicant, upon request, upon completion of construction.

Owner Signature

Date

Builder's Signature

Date

Sandia Heights Homeowners Association (SHHA)
ARCHITECTURAL CONTROL COMMITTEE (ACC)

Please Note: Written approval by the Architectural Control Committee is required, even for approved stucco colors, prior to the start of work.

STUCCO COLORS - APPROVED LIST*

(Revised June 6, 2007)

EL REY STUCCO	1565 – RIVER ROCK
103-SAND	1566 – POTTERY
105-BAMBOO	1567 – HUSK
106-BUCKSKIN	1568 – DEERSKIN
111-DRIFTWOOD	1569 – TAOS
115-COTTONWOOD	1570 – VEGA
116 - ADOBE	1571 – CLAY
117 – FAWN	1572 – HOGAN
118 – SUEDE	
121-SANDALWOOD	
122-STRAW	
125 – LA LUZ	
127 – HACIENDA	STO
EL REY ACRYLIC	1001 – PECOS
272-TIERRA	1002 – ABIQUIU
351 – STONE BLUFF	1004 – ADOBE BROWN
422 – GRANITE	1005 – PUEBLO
423 – TWILIGHT	1006 – SUEDE
425 – ACORN	1011 – TUMBLEWEED
426 – STONELEDGE	1016 – MESA DEL SOL
427 – SILVERTON	1616 – SANDIA
428 – TIMBER	2207 – MESILLA
430 – PEAK	3003 – AMARILLA
433 – MUSKET	4180 – CIMMARON
444 – HARRISTONE	
445 – ORE	
447 – KETTLE	
806 – BUFFALO	
814 – CACTUS FLOWER	
817 – DRY RIVER	
825 – RIO BRAVO	
827 – CASA	

* In those units where all residences have a uniform exterior color specified in their covenants, the ACC will only approve colors to match existing colors. Window frame and trim colors shall blend with the stucco colors and harmonize with their natural and built context.