

# SHHA ARCHITECTURAL CONTROL COMMITTEE

## Application for Exterior Refinishing, Re-Roof and Trim Refinishing

**Please note: You must obtain the approval of the ACC in writing prior to the start of any project for the exterior of your home or property.**

### **Before you apply for approval of your project:**

1. Read your covenants. Each unit in Sandia Heights has its own covenants which may differ from covenants of all the other units in various ways. Some units have their own homeowner association with additional ACC guidelines and, as such, it is the homeowners' responsibility to obtain the approval of said unit association in order to proceed with a project.
2. Read the ACC's Design Guidelines if your project involves re-roofing. (This document can be picked up at the SHHA Office, 12700 San Rafael Ave. NE, Ste.3 or downloaded at [www.sandiahomeowners.org](http://www.sandiahomeowners.org)). Please note that the use of white roofing material is prohibited.

### **Application Preparation and Submittal:**

1. Please fill out all parts of the application. Mark any item that you believe does not apply with the notation "NA." Please be careful, since failure to provide all pertinent information will require ACC follow-up and will delay the processing of your application.
2. Provide *one copy* of your application and all attachments, including drawings, material samples, color samples, etc. Non-members of SHHA must also attach a check in payment for the appropriate review and processing fee (see explanation under "Application Fees," below).
3. Deliver or mail your application package to the SHHA Office, 12700 San Rafael Ave. NE, Ste 3, Albuquerque, NM 87122. Office hours are 9 am to 4 pm Monday through Friday except for holidays. You may also email your application package to: [shha@sandiahomeowners.org](mailto:shha@sandiahomeowners.org) or [sandiaheights@comcast.net](mailto:sandiaheights@comcast.net). There is also an after-hours drop slot on the front door at the office. The Office can be reached at (505) 797-7793. FAX: (505) 856-8544.
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 want to discuss the project and, if necessary, 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, if required, has been 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 written 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. Comments and concerns will be heard. This meeting may also include a visit to the property.
4. The ACC will deliberate and issue its decision by letter mailed to you.
5. This process is usually completed in a few days, but can take up to 30 days from the date on which the ACC receives your complete application and if needed, meets with you for a walk-through of your property.
6. The ACC reserves the right to disapprove any exterior color(s) for features such as façades, garage doors, window trims, walls, and deck railings, if the proposed color(s) are determined not to be in architectural harmony with residences in the vicinity of the property associated with this application. SHHA's Color Reference Guide is available for viewing in the Office, as well as in portable format for 30-day loan with a \$20.00 refundable deposit by cash or check (payable to Sandia Heights Homeowners Association or SHHA).

**Application Fees: There are no application fees for SHHA members** (your monthly dues pay for this service). Non-member fees are stated below on this 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 Exterior Refinishing, Re-Roof & Trim Refinishing

Please fill out all of the items below. Completion of the ACC's review and approval process in an expeditious manner will depend upon receipt of all required information.

Date \_\_\_\_\_

\_\_\_\_\_ I am a member of the SHHA. (*No application fee is required.*)

\_\_\_\_\_ I am not a member of the SHHA. A check for my application fee of \$\_\_\_\_\_ is attached.  
(*Fees are used to defray the costs of plan review, site visits, and Office processing and expenses.*)

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Project**

\_\_\_\_\_ Re-roof (flat or pitched roof)  
\_\_\_\_\_ Exterior refinishing  
\_\_\_\_\_ Refinish trim color

## **Non-Member Fee Schedule**

\$50.00  
\$50.00  
\$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 Project Start Date \_\_\_\_\_

Estimated Project Finishing Date \_\_\_\_\_

Complete description of the proposed project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **SECTION II – PROJECT(S)**

### **Exterior Refinishing:**

Manufacturer of Product: \_\_\_\_\_

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

\_\_\_\_\_

*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 and gravel, a color sample MUST be included with this application.*

**Trim Refinishing:**

Trim Color, Brand Name, and Width

\_\_\_\_\_

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

**SECTION III - PROCEDURES**

Submit **one copy** of your fully completed application along with required attachments and, for non-members, a check for the fee amount listed (payable to: Sandia Heights Homeowners Association or SHHA). Applications may be submitted at the SHHA office, 12700, NE. Ste 3 between 9 am and 4 pm Monday through Friday. There is also an after-hours drop slot on the front door at the office. If you prefer, you may mail this application and attached documents to: SHHA, 12700 San Rafael Ave. NE, Ste 3, Albuquerque, NM 87122.

Construction for all projects must start within 12 months of approval from the Architectural Control Committee (ACC). If construction has not started within 12 months, a new application must be submitted. Construction of all projects must be completed within 12 months after start of construction. Please notify SHHA if you need additional time to either start your project or to complete it within the above timelines.

Both owner and builder hereby acknowledge prior receipt and understanding of the Sandia Heights Declaration of Restrictions (Covenants) for the applicable unit and understand that no work on the site can proceed without the ACC's prior written approval. Furthermore, both owner and builder hereby acknowledge that the project proposed in this application *(check the appropriate item below)*:

*(Check here)* \_\_\_\_\_ is fully compliant with the Sandia Heights Declaration of Restrictions (Covenants) for the applicable unit.

*(Check here)* \_\_\_\_\_ is **not** in compliance 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 a complete set.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

NOTE: The ACC reserves the right to request proof of property ownership and to obtain copies of all County-issued permits related to this project.