

Cobblestone Homeowners Association, Inc.
Architectural Control Committee (ACC)
Design Modification Request (DMR)

A DMR submission is required for the following:

- 1) Paint home exterior or patio/retaining wall or roof.
- 2) Modify or add to an existing home structure or patio/retaining walls.
- 3) Modify or add to landscaping.
- 4) Modify or add exterior lighting.
- 5) Build a new home.
- 6) Make other related changes.

Initial Steps to obtain HOA approval:

- 1) Start your process early. The approval process will take at least 30 days and generally much longer especially for larger projects.
- 2) Review and complete the attached Design Modification Request (DMR).
- 3) Contact our HOA Community Association Manager to discuss your plans. The Community Association Manager will explain the DMR, the supplemental plans/information that will be needed with the DMR, and the estimated HOA fee payment that would need to be submitted with the DMR.

Community Association Manager Contact:
Paul Ash HOA Management
Cobblestone HOA Office: 520-265-3246
Paul Ash Office Number: 520-795-2100
Email: hoa@pamcohoa.com

**Cobblestone Homeowners Association, Inc.
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Design Modification Request (DMR) Form**

General Information

Date: _____

Lot Owner(s): _____

Lot Number(s): C _____ or CR _____

Address: _____

Email address: _____

Phone number: _____

Anticipated start date: _____

Anticipated completion date: _____

Type of Modification. Check all the boxes that apply:

- New Build on vacant lot including walls, landscaping, etc.
- New swimming pool
- Modification/Addition to existing home structure, Modification/Addition to patio and/or retaining walls, or Modification/Addition to swimming pool
- Painting of the Home or patio/retaining walls (**LRV must be 60 or less**)
- Painting coating or tiling of the roof (**LRV must be 60 or less**)
- Modification/Addition to existing external lighting including landscape lighting
- Modification/Addition/Deletion to existing landscaping
- Other

Addendum. If this is an addendum to a prior DMR submittal, provide the date of prior submittal. Date: _____.

Written Description of the requested Modification. Additional information such as plans, sketches, illustrations, blueprints, specifications, elevations, etc. can be attached. Clearly show existing and the proposed changes. For painting home or roof include paint manufacturer, color name and number, and light reflective value (LRV).

(LRV must be 60 or less), color chips or location of color sample as painted on the house.

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Contractor information, if applicable.

Firm name and address: _____

Primary contact person: _____

Telephone number: _____

License number: _____

Process Overview for new home dwellings and for home additions, garage, guest house, ramada or any other improvement where one or more solid walls are erected above the height of a pre-existing patio wall and/or with square footage greater than one hundred (100) square feet, the basic stages include:

1. Pre-Design Orientation Phase
2. Preliminary Plan Review and Approval
3. Final Plan Review and Approval
4. Pre-Construction and Site Staking Review and Approval
5. Post-Construction Review and Approval

Minimum submittal deadlines, at least 21 calendar days prior to the ACC review meeting. ACC generally meets the second week of each month. For more detail regarding stages and submittal requirements for each stage see ACC RR&Rs in particular Sections G, H, I, J, K, and L.

Projects with a limited scope are anticipated to have a more compressed review process but still must be submitted for review and approval.

Owner Acknowledgements. Please initial each. I/we (the Owner/Owners):

_____ Have read and agree to the Amended and Restated Cobblestone CC&Rs dated 2/21/23.

_____ Have read and agree to the ACC RR&Rs issued 5/10/2010 and as revised through 2/21/23.

_____ Have read the ACC Landscaping Design Guidelines and Plants List; 2/21/23.

_____ Will provide to the ACC, if requested, any documents provided to Pima County related to this Modification.

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_____ Will direct this DMR including related materials and subsequent correspondence to the Cobblestone Community Association Manager. The Community Association Manager is the primary contact and Owner agrees that the HOA/ACC or their agents can access the property with prior notification.

_____ Will provide promptly, a DMR Addendum if any plans submitted with this DMR are modified. And include a listing of new and/or modified variances.

_____ Agree that “approval” is only valid if this DMR and any DMR Addendum is signed and dated by at least two ACC members. Email correspondence or verbal discussions are not approval. The DMR and any DMR Addendum must be signed.

_____ Am/are fully responsible (including financially) to correct any construction that was not approved by this DMR or DMR Addendum.

Signature by Owner(s) and Date:

Date this DMR received by the HOA Community Association Manager: _____

Name and Signature of Community Association Manager:

Final ACC Approval—requires the signature of at least 2 ACC members.

Approval date: _____

Name and Signature of ACC Member:

Name and Signature of Second ACC Member:
