

Horizon Towers Condominium Association (HTCA) Architectural Review Committee (ARC) Application Overview

To Owners and Contractors/Vendors working in Horizon Towers:

Horizon Towers is a unique building in Grand Junction. Due to the complexity of the building an ARC Application Process has been established to protect and ensure work is completed as necessary.

ARC Requirements\Process:

- A completed ARC Application must be submitted and approved prior to the start of any work in an individual unit. The Owner obtains an ARC Application from either the Horizon Tower's Office or Library.
- The completed application must be returned to the HT Office or Comment Box (in the Card Room) before the form is submitted to the ARC Committee.
- Please allow 7 to 10 working days for ARC review.
- Once the request is approved and the project completed, the Owner will notify an ARC member so that a final review of the completed project can be scheduled.

General Building Rules for Vendor and Contractors:

- Parking – All Contractor parking must either be at the P3 garage or in the Vendor parking area. No vendors may park in the front parking lot.
- It is the Resident's responsibility to meet the contractor at the P3 level and escort them into and through the building. First Floor Residents should meet at the fire door adjacent to their hallway.
- Vendors may not bring tools or equipment through the front lobby.
- Vendor working hours are limited to 8:00am – 5pm Monday through Friday.
- Vendors may not wander throughout the building unescorted nor prop any doors open.
- The building dumpsters are for resident use only. Vendors must make arrangements for their own debris disposal.
- HTCA is a non-smoking campus. There is no smoking allowed on the property.

Any Applicants who violate rules of the ARC are subject to fines as addressed in the Policy and Procedures of the HTCA Covenants.

If an after-hours emergency should arise, contact Bray Maintenance at 970-242-8450.

[illegible]

Will any walls be removed? _____ If yes, explain _____

Please attach supporting drawings and any additional specifications to this form

Does the scope of the work to be performed require a City of Grand Junction or Mesa County building permit? YES NO UNSURE

If yes, the permit must accompany this application along with the plans and specifications.

All work performed in HTCA will be in accordance with the Uniform Building Code (UBC), Mesa County building requirements and by properly licensed and insured contractors. Inspections will be made by Mesa County inspectors (if applicable) as well as HTCA ARC inspections.

Contractor/Plumber/Electrician:

License Number:

_____	_____
_____	_____
_____	_____
_____	_____

What is the requested project start date for this project?

What is the projected completion date for this project?

I have read and agree to the terms described in ARTICLE IV: **ARCHITECTURAL REVIEW COMMITTEE (ARC)**, which is included in the HTCA Declarations and the current Rules and Regulations of HTCA and summarized on page 1 of this application. I understand these documents and I will comply with them in their entirety. I understand that by submission of this application, that it constitutes a warning and my first notice of any violation and, that subsequently, if I am found in violation of any of the provisions, I will be fined in accordance with the Schedule of Fines as contained in the Declarations of HTCA, having been duly warned.

Signature of Owner

Date _____

Signature of Contractor

Plans and specifications were submitted on: _____

Plans and specifications were reviewed by ARC on: _____

Plans and specifications were:	Approved	Denied
--------------------------------	----------	--------

By _____ Date _____

By _____ Date _____

By _____ Date _____

The owner was informed of the ARC decision on:

by _____ and work can begin on: _____

Plans and Specifications were returned on:

by: _____