

(Office Use Only)



C-Era Property Management & Realty

Lakes of Muirfield HOA Architectural Approval Request

In an effort to protect each individual unit owner's rights and property values, it is required that any unit owner considering improvements and/or changes of their unit, must submit an HOA Architectural Approval Request form to the HOA Board of Directors via the management company for planned improvements and/or changes. If any change is made that has not been approved, the Board has the right to require the unit owner to remove the improvement and/or change. **PLEASE COMPLETE THIS FORM IN DETAIL TO AVOID DELAYS IN PROCESSING.** An incomplete form or a request with insufficient information will be returned.

Owner Name(s): _____

Unit Number: _____ Property Address: _____

Phone: _____ Email: _____

Date Request Sent: _____

It is highly recommended that you review the current Architectural Controls and By-laws prior to making this application to ensure compliance and facilitate the process.

1. Application for:

- Exterior** Alteration, Renovation or Repair
Landscaping Completion (New)
 Renovation (change existing)

2. Please describe your project; attach additional pages as necessary:

3. Provide plans and specifications to depict the work to be undertaken (Submit all, as applicable):

- **Required!** A lot plan showing the location, elevation and dimensions of the existing development and proposed improvements; and
- Exterior materials, colours, textures and shapes of all improvements to be made;

4. Please list any County of Wheatland permits required to complete this work. Notification of the permit number is required once received. Please note, by law, all unpermitted work will be reported.



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5. I agree that all renovation materials will be taken off-site for disposal and will not be put into any garbage bins not under my contract.

6. Notice to Applicant:

IMPORTANT: No work should be commenced until written approval is received from the Board.

Applicant acknowledges that all changes or improvements must be made in accordance with the Architectural Controls and community By-Laws; including any additions or changes adopted by the HOA or Village Boards from time-to-time. All improvements must be constructed in accordance with the laws, rules, regulations and building codes of governmental authorities having jurisdiction. Approval of this application does not constitute approval by any governmental authority, nor does it constitute a building permit.

Approval of this application does not give Applicant the right to enter upon the property of any other unit owner to perform the construction contemplated by this application.

Work under this application is restricted to the same hours of operation as Contractors.

If your application is incomplete, the reviewer will notify you regarding the needed documents or information. The application will not be considered further until receipt of these materials or information.

Applicant certifies that the information contained herein is true and correct to the best knowledge and belief of Applicant.

In accordance with the Lakes of Muirfield governing documents and Architectural Controls, I hereby apply for written approval to make the following exterior renovations, alterations, changes or repairs to my property:

_____	_____	_____
Homeowner Signature	Printed Name	Date
_____	_____	_____
Homeowner Signature	Printed Name	Date

Submit this application to:
 Lakes of Muirfield HOA Board of Directors c/o C-Era Property Management
Submit a TownSq Request with this application attached or email to admin@cerapm.com
 6010 – 12 Street SE, Suite B, Calgary, AB, T2H 2X2

Your application will be routed to the Board for consideration once deemed complete. Then please allow 2-4 weeks for proper review as Board members are volunteers and meet on a monthly schedule. If you are not contacted within five (5) business days from submittal, it is recommended you follow-up with the Community Manager.