

**SIENA ESTATES
ARCHITECTURAL REVIEW COMMITTEE
Alteration or Modification Application**

Today's Date	
Owner Name	
Address	
Owner Contact Number	
Description of Work: Include any relevant specifications, drawings, pictures or vendor renderings of materials and methods to be used.	
Estimated Ongoing Cost to POA, if any, (e.g. landscape maintenance)	
Start Date	
Estimated Completion Date	
Vendor Name	
Vendor Contact Number	
Reject or temporarily put a job on hold when additional information is required or requested / needed to approve a project.	

Applicant agrees to complete said alteration or modification in accordance with application. Changes to approved alteration or modification or work-in-progress must be approved in writing by the Architectural Review Committee. If said alteration or modification work has not commenced within six months of approval date, application will be considered withdrawn; and application process will begin again. Any work that is considered non-conforming to approval

may be subject to enforcement, such as fines, by the POA Board. Any work that is not completed 30 days after estimated completion date may be subject to enforcement, such as fines, by the POA Board. Extensions may be granted by the ARC; however, the ARC is not obligated to grant any extensions. ARC has 30 days to review alteration or modification application. 30-day review period does not begin until complete application is received by the ARC.

Applications must be signed by the Owner. All correspondence related to application will be sent to Owner, unless Owner provides written permission to send to Vendor. If approved alteration or modification results in increased ongoing cost to the POA, and the POA has assigned this cost to the Owner, this agreement must be provided to future home owners.

Applicant Signature

Date

**Architectural Review Committee Approval
(Minimum of two approvals required)**

Date

Architectural Review Committee Approval

Date

Architectural Review Committee Approval

Date

Architectural Review Committee Approval

Date