

**FOOTHILLS CLUSTERS HOMEOWNERS ASSOCIATION**  
**P.O. BOX 64569**  
**TUCSON, AZ 85728**

Dear Neighbor:

Attached is an Architectural Change Form. Once you have completed it and have a detailed drawing of your project showing the relevant site plan, elevations, and distances from property lines and common areas, please contact us to schedule an inspection.

A minimum of three members of the Architectural Control Committee is required to meet with you and review your project. The committee will then determine whether to recommend your project to the HOA Board of Directors for approval at the next monthly Board meeting. If the Board votes to approve your project, you will receive verbal or email notification, followed by a formal approval letter.

You have one year from the date of approval to begin your project. If the work is not begun during that time, a re-inspection is required. If you alter or change your plans after approval has been granted, please contact us for review. Also, upon completion of the project, please notify us to schedule a follow-up inspection of the completed project.

Most structural additions or changes, as well as certain types of garden walls, require a building permit from Pima County. It is your responsibility to obtain any and all required permits from governmental agencies and to comply with all applicable laws.

If your improvement is visible to any of your neighbors or if any part of a structure or wall is close to a property line, a signed statement from them is required to acknowledge that they are aware of the project. This is primarily a courtesy to your neighbors to alert them to the project and to any potential construction impact. It is not a request for their approval. If they are concerned, they should contact this committee or the HOA Board before the Board approves the project. The Board will then attempt to resolve the issue before the project is approved. Your completed Architectural Control Form and attachments will be retained in the Association files for future reference and as documentation of compliance relative to CC&Rs, property lines, encroachment, etc.

If you have any questions or if you need additional assistance, please contact

Frank Karnauskas  
Architectural Control Committee Chair  
Cell: 612-644-9174  
Email: ACC.Chair@FoothillsClusters.com

Sincerely,

Architectural Control Committee  
Revised 03/14/2017