



# GRAND ELK OWNERS ASSOCIATION

Design Review Board **REVISED November 15, 2021**

## APPLICATION FOR RESIDENTIAL EXTERIOR PAINTING/STAINING OF EXISTING STRUCTURE

See Grand Elk Ranch and Club Design Guidelines and Regulations, Sections 5.12

*Application will be accepted for review when ALL information is provided, ALL fees & deposits are paid and upon verification Applicant/Property Owner is current on ALL Grand Elk Owners Association assessments, levies and/or fines.*

**TO BE COMPLETED BY APPLICANT. PLEASE FILL IN PDF FORM OR PRINT CLEARLY.**

**PROJECT LOCATION** Lot \_\_\_\_\_ Village \_\_\_\_\_ Street Address of Lot \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

*The Preliminary Review is typically performed within one week after your **COMPLETE** submission is received. It will detail changes, additions or deficiencies that need to be met before your application will be scheduled for review by the Design Review Board.*

### **Where do you want the Preliminary Review notes sent?**

**EMAIL ADDRESS REQUIRED:** \_\_\_\_\_

**FEES:** Refer to Section 8.5 and Appendix D. All Fees and Deposits **MUST BE PAID IN FULL** on the owner's portal with RMG at time of application submission. The Preliminary Review will not be scheduled if application is incomplete and fees & deposits are unpaid. Applicant/Owner must be current on ALL Grand Elk Owners Association assessments, levies and/or fines.

**INSTRUCTIONS ON PAYING FEES & DEPOSITS:** Email Alex Kale at [akale@rmgwest.com](mailto:akale@rmgwest.com), or call 970-887-6030 (option 4) to request fees & deposits be posted on the owner's portal. In the email, please state your name, lot, address and type of application (New Construction, Change Request/Variance, Improvement, Paint, etc.)

**FEE: \$100 CONFIRMED - PAID ON OWNER PORTAL** Date \_\_\_\_\_

\_\_\_\_\_ **NO CHANGE FROM CURRENT PAINT/STAIN COLOR** \_\_\_\_\_ **CHANGE IN PAINT/STAIN COLOR**

### **FINISH SCHEDULE – LIST OF BUILDING MATERIALS**

The Applicant must submit a complete Finish Schedule with a list of Building Materials and Colors (below). Provide physical samples of actual materials (siding, trim, etc.) with each of the appropriate finishes (stain, paint, etc.) applied. Provide a colored photo of the street side of residence to show how materials and colors are currently utilized.

**See Appendix E in Guidelines & Regulations for color requirements**  
**(Primary wall stain/paint color must be in the dark tones/shades of the chosen color)**

Item	Material (siding, trim, etc.)	Color Name and Reference Number	Manufacturer
Primary Wall Material			
Other Wall Material			
Other Wall Material			
Stucco			
Miscellaneous Accents/Trim			
Window Trim			
Door Trim			
Exterior Doors			
Garage Doors			
Deck Material			
Railings/Balusters			
Fascia			
Soffit			

**Attach photos of every side of the structure to be painted/stained to show how materials and colors are currently utilized.**

**Please submit ELECTRONIC FILES for all items below.** Refer to Section 9.2

Completed Application and payment of all Fees & Deposits

Photos of ALL sides of the structure

- All required items are to be received a minimum of **21 days** before the monthly Design Review Board meetings. Visit <https://grandelkliving.com/homeowners-association/design-review-board/> for meeting dates and due dates.
- **Please make sure date of submission, your name, property street address and legal description are on ALL items submitted.**
- Electronic files: Must label file with last name, legal description and what is shown in the file. Example: "Jones L 72 Arrowhead Site Plan." Email required files to [gedrb1@gmail.com](mailto:gedrb1@gmail.com).
- It is the responsibility of the Builder and/or Owner, Architect, Contractor or Authorized Agent to obtain a current copy of the most recently revised guidelines by visiting <https://grandelkliving.com/homeowners-association/design-review-board/>

#### **STATEMENT OF RECOGNITION**

*I have read, understood and affirm that I will comply with the Grand Elk Ranch & Club Design Guidelines and Regulations concerning the guideline parameters and procedures for the design and construction processes at the Grand Elk Ranch & Club. I acknowledge that a Final Inspection & Release Letter is required to apply and obtain a Certificate of Occupancy from the Winter Park Building Department. I further acknowledge that I have authority to sign on behalf of the corporation/company if the owner and/or builder are a corporation/company. I further acknowledge that all fees and deposits are paid in full and that all parties signing are current on all Grand Elk Owners Association assessments, levies and/or fines.*

Signed \_\_\_\_\_

Date \_\_\_\_\_