

# Portillo Ridge Homeowners' Association

P.O. Box 592, Green Valley, AZ 85622

Website: [www.portilloridgehoa.org](http://www.portilloridgehoa.org) ~ Email: [portilloridgehoa@yahoo.com](mailto:portilloridgehoa@yahoo.com)

---

## Architectural Review Committee - Landscape & Architectural Request See HOA Website for ARC Meeting Schedule

Date Submitted: \_\_\_\_\_ Work Start Date: \_\_\_\_\_ ARC Log No. \_\_\_\_\_

Homeowner Name: \_\_\_\_\_ Lot No. \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email Address: \_\_\_\_\_

Nature of Work Request: \_\_\_\_\_

\_\_\_\_\_

Supporting Attachments: \_\_\_\_\_

Who will accomplish the work? \_\_\_\_\_

Phone No. \_\_\_\_\_

-----Selected Architectural Guideline Sections-----

1. The Architectural Review Committee (ARC) must approve all proposed **exterior** changes on a Lot, as per Section 4.1 of the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Portillo Ridge (the "Declaration"). This includes (but is not limited to) changes in color of a structure, size of footprint of a structure, and major landscape changes that affect new or existing landscaping, including plants, walls, fences, and lighting. Approved Color Chip Sets are available from the ARC Chairperson.

2. No work of any type requiring ARC approval shall commence prior to the Lot Owner receiving written notification of ARC approval.

3. All requests for ARC approval shall be in writing **with supporting documentation that shows the details (plans and specifications) of the proposed work.** All requests for installation of trees must include the anticipated mature height of the tree requested. No verbal requests will be accepted. Requests may be mailed, emailed, or hand delivered to any ARC member. Requests may also be submitted in person at any regular ARC meeting (personal delivery is recommended if there are any complicated issues involved). The ARC shall approve or disapprove, in writing, all plans submitted within 45 days of receipt by the ARC.

4. All work must be completed within 12 months of approval date. If not completed within 12 months, a new request must be submitted.

---

Any deviations or changes from the submitted plans will require additional approval from the ARC. As with all homeowners, you are required to follow all current and future landscaping and architectural requirements listed in both the CC&Rs and Architectural Design Guidelines.