



For Islands Use Only

Date received in office:

Initials:

COMMUNITY ASSOCIATION

Architectural Window Submittal Form

Account #: _____

The Architectural Review Committee (ARC) meets on the first Wednesday of each month; Submittals are due by the last Wednesday of each month. Please include as much detail as possible, this will help the Committee with your vision.

Please return completed forms to the onsite office; you may drop them off, mail, or email.

Onsite office hours are Monday-Friday from 8am-5pm. 825 S. Islands Dr. W., Gilbert, AZ 85233

Phone: 480-545-7740

Email: islands.compliance@fsresidential.com

Date: _____ Owner's Name: _____

Islands Address: _____

Phone Number: _____ Email: _____

Sub Association (if you pay two assessments): _____

Charter Point, Coral Reef, Costain, Laguna Shores, Paradise Cove, Sandcastle, Seawynds and The Falls must have Sub Association approval prior to submitting to The Islands. Please include your approval letter from your sub association.

Lake (if you live on one): _____

Number of windows that will be replaced: _____

Check box if all the windows on the home will be replaced.

Check box if you're changing the dimensions of your window(s).

If you're not replacing all the windows in one phase, please answer the following:

Number of windows on the front side of the house to be replaced: _____ out of _____.

Number of windows on the back side of the house to be replaced: _____ out of _____.

Number of windows on the right side of the house to be replaced: _____ out of _____.

Number of windows on the left side of the house to be replaced: _____ out of _____.

Number of glass doors to be replaced: _____ out of _____.

Description, in detail of work to be done and to include color and width/dimensions of the window frames.

(Use additional sheets for drawing of proposed improvements)





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Contractors Name and Address (if applicable)

Telephone _____ License # _____

Submittals should include the following: site plans clearly showing the big picture (entire lot) including orientation and relativity to other neighbors, lakes etc. In addition, there should be a zoomed-in detail of exactly what exists now (pictures) and what changes are proposed (drawings, if appropriate). All building material specifications and samples should be supplied. **INCOMPLETE SUBMITTALS WILL BE DENIED.** Architectural Review Committee requests will be approved, approved with stipulations, denied, or returned for additional information as soon as possible after the review.

The homeowner agrees to maintain improvement, if approved by the Architectural Review Committee. If, in the view of the Architectural Review Committee, the improvement is not being maintained, the Association has the right to maintain the improvement with the homeowner bearing all cost thereof.

The homeowner agrees to comply with all Town and State Laws, and to obtain the necessary permits. Approval by the Architectural Committee shall not be deemed a warranty or representation as to the quality of such construction, installation, addition, alteration, repair, change or other work, or that work conforms to any applicable building codes or other federal, state, or local law, statute, ordinance or rule regulation.

The applicant shall complete the construction within one hundred twenty (120) days of the date of the building permit from the Town of Gilbert. Homeowner modifications or alterations that do not require a building permit must be completed within one hundred twenty (120) days of commencement of the modification or alteration, as approved by the ARC. If the construction has commenced but is not completed, the Association shall have the right to assess the owner for the cost of completion and to collect such costs as provided for in the CC&Rs.

For additional information, please refer to The Islands CC&Rs and The Islands Architectural Guidelines, which may be found at islandscommunity.org or the onsite office at 825 S. Islands Dr West, Gilbert, AZ 85233.

Signature of Owner

Date

For Architectural Review Committee Purposes Only

Administratively Approved by _____ On this day: _____

ARC Approved on this day: _____

ARC Disapproved on this day: _____

ARC Approved with Stipulation on this day: _____ with the following stipulation:



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Legend

Use an “X” symbol to indicate the location of window(s) NOT being replaced in the diagram(s) below.

Use an “O” symbol to indicate the location of window(s) being replaced in the diagram(s) below.

Use an “/” symbol to indicate the location of window(s) with dementia changes in the diagram(s) below:

