

# ROOF REPLACEMENT REQUEST FORM

## BROADMOOR HOMES: ORANGE PARK COMMUNITY ASSOCIATION

Name \_\_\_\_\_

Street \_\_\_\_\_ Home Plan:    ☐ 1    ☐ 2    ☐ 3    ☐ 4

Phone \_\_\_\_\_ Date \_\_\_\_\_

### GENERAL DIRECTIONS AND INFORMATION:

- Read the guidelines on the reverse side to make sure your request is consistent with current regulations and follows the process indicated. **Please indicate that you have seen and read the guidelines on the reverse side by signing your name here:** \_\_\_\_\_
- Use a separate form for each request and each owner if both are making a request. Submit this completed form and all the required material or information to Cardinal Property Management, 825 N. Park Center Drive, #101, Santa Ana, CA 92705. Phone: 714-779-1300 Fax: 714-779-3400 E-mail:contactus@cardinal-online.com
- Allow 30 days for your request to be reviewed by the Architectural Committee. Note that the submission date is considered the date that the completed form and all the required information and material are received by Cardinal Property Management. Homeowners will receive a letter from Cardinal verifying that their plans have been received and forwarded to the Committee. **No work is to be done prior to approval.** Work done prior to approval is subject to a fine.
- The Architectural Committee meets the third Thursday of the month. In order to have your request reviewed by the Architectural Committee that month, Cardinal must receive your request by the second Tuesday.

### PLEASE PROVIDE THE FOLLOWING INFORMATION:

**Brochure:** Attach a brochure from the manufacturer showing the style of the roof.

**Material:**        ☐ Concrete                      ☐ Other \_\_\_\_\_

**Style:** \_\_\_\_\_

**Color:** \_\_\_\_\_ (Include a sample or a picture of the proposed roof color.)

☐ First homeowner to replace roof        ☐ Second homeowner to replace roof        ☐ Both to replace roof

**Contractor:** (For reference only) \_\_\_\_\_

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### (FOR ARCHITECTURAL COMMITTEE USE ONLY)

☐ Approved        ☐ Not Approved        ☐ Conditional Approval        ☐ Insufficient Information        ☐ Prior Work

Comments \_\_\_\_\_

Committee Signature \_\_\_\_\_ Date \_\_\_\_\_