

Vistoso Community Association (VCA)

www.ranchovistosohoa.com

PAINT REQUEST FORM (PRF)

INFORMATION REQUIRED ON FORM: Please make sure when submitting your request PRF (Form) to the Architectural and Landscaping Review Committee (ALRC) that all required information about applicant and project is on the Form. Any missing or illegible information could cause a delay in processing your request. Please allow 30 business days after VCA receipt of this Form for processing and review. A reminder, the ALRC meets monthly. Your Form can not be processed without this information.

If you are a resident of a Sub-Association you must first have your community's ALRC or equivalent committee's approval prior to submitting to the VCA ALRC. If you have a question in which neighborhood or Sub-Association you reside, please contact the VCA on-site office (520) 354-2729 for assistance. Or refer to the community neighborhood map on the VCA website, see above.

All exterior paint modification information shall include photo's, accurate drawings, details of trim and architectural features of the house exterior. Paint samples may be requested. All work shall be done in a timely manner. The approval is valid for 120 days. You may apply for an extension or reapply if details of submittal changes.

The VCA approved exterior paint colors consist of 24 PAINT COLOR SCHEMES, with 5 PALETTE colors in each Scheme. These colors are from Dunn-Edwards Paints Company. Using this brand is not mandatory, but color matching the Schemes and Palettes is required. Please refer to Exterior Paint Guidelines for details. A Dunn-Edwards discount Coupon is offered on the VCA website link, along with store locations. The approved Paint Color Schemes for the Vistoso Community Association can be found on our website link above, under the tool bar 'Resident Info', tab 'Paint Colors'. Note colors may vary greatly on screen. Visit the Dunn-Edwards store to view samples. Vistoso Tan samples are available at the VCA on-site office. Any deviation from the approved Paint Color Schemes and Paint Color Palettes will require a variance request with additional documentation and review time.

Homeowner may request to repaint house the current colors, if colors were originally approved and the VCA staff can verify color(s), either by existing documentation and/or with a paint can label. Sample flake(s) of current house exterior paint is not acceptable for determining color.

A variance request may be submitted and shall require a minimum of 30-60 days for processing and review. All variances require a review by the ALRC and approval by the VCA Board of Directors. Reminder: Committee and Board meet once monthly.

Please submit your completed Form from page two of this document, either by email to AskVCA@ranchovistosohoa.com, or drop off or mail to VCA on-site office at 1171 E Rancho Vistoso Blvd. #111 Oro Valley, AZ 85755. The ALRC committee is made up of member volunteers, following community Guidelines and CC&Rs. They will review and process your request in a timely fashion and VCA staff will inform you of the status of your submittal. If required information is omitted, this will increase processing time.

If you have further questions, go to the Vistoso Community Association ARCHITECTURAL AND LANDSCAPING REVIEW COMMITTEE GUIDELINES or the EXTERIOR PAINT GUIDELINES. These documents can be found at www.ranchovistosohoa.com tool bar 'Resident Information' and to obtain Paint Request Form, open 'Forms' tab.

**Vistoso Community Association
PAINT REQUEST FORM (PRF)**

Date _____ OFFICE USE ONLY: SUB ASSOCIATION VERIFIED BY: _____

h what neighborhood is your home located?

- Master Association Neighborhood? _____
- Sub-Association Community? _____
- Property Owner(s): _____
- Address of Property: _____ Check if rental property []
Address of owner if not residing at property: _____
- Phone Number(s) of Owner(s): _____
- Email of Owner(s): _____ Alternate Email _____
- Contractor Name/ Business name: _____ License # _____
- Address: _____ Phone _____ Email _____

HOUSE: Provide Front and Rear photos to indicate color(s) placement. Note all house body walls that will be painted and the color, as well as indicating trim areas and the color(s). Attach to this document when submitting application.

- Approved Paint Scheme Number: _____ (*neighboring houses may not be the same palette*)
- Paint Brand used: _____ Paint surface sheen finish- Flat, Matte or Velvet.
- House Wall Body Color: A _____ or B _____ House Trim Color(s) # _____
- Repaint home the current colors. Paint color(s) must be verified by VCA staff, for previous ALRC approval and paint color(s) by existing records and or paint can label. Sample flake(s) of color of existing house paint is not an acceptable match.
- Verified Current Body Color: _____ Verified Current Trim Color(s) _____
- Date work to begin: _____ Estimated completion date: _____

PERIMETER WALLS: Properties perimeter walls (inside or outside) if painted must be either the house body color or Vistoso Tan. If you are changing your house color, your wall must also be painted. Vistoso Tan Paint samples are available at the VCA on-site office or purchase product at Dunn-Edwards Paint Company.

- What is the current material and color of existing perimeter wall(s)?
Exterior _____ Interior _____
- If walls are currently painted and you are repainting, please indicate which color, Vistoso Tan or the house exterior body color, from A or B of the 24 Paint Color Schemes.
Paint color _____ and finish _____
If walls are decorative Slump Block no action is required.

GATES, VIEW FENCES, DECK RAIL and MAILBOXES: All metal surfaces are to be painted with flat finish paint. See ALRC Guidelines or the Exterior Paint Guidelines.

- Check box that applies and indicate what work to be done and paint specifications:
- Mailbox and Post: _____ Gates: _____
 - View Fence/Snake: _____ Railing: _____
 - Other _____

Once your Form has been processed, homeowner will be notified by VCA staff of the approval or denial. No work shall begin prior to approval by the ALRC or Board of Directors. If any changes are made or deviations from information on the Paint Request Form, please notify the VCA staff. You might be asked to submit a new Paint Request Form. You may request an extension if the project is delayed past the 120-day work period. Thank you for your cooperation and patience.

- Please notify the VCA staff when job is completed so file can be closed.