



Community Association Manager
 Amy Costen
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PLAN REVIEW AGREEMENT

Owner: _____ **Phase/Lot:** _____

Current Mailing Address: _____

Telephone/Fax/Cell Number: _____

Project Description: _____

The design review process was developed to provide adequate checkpoints and to minimize time and money spent on reviewing building projects to assure compliance with the Design Guidelines San Pedro Creek Estates Subdivision (Design Guidelines). The owner is responsible for complying with the Design Guidelines. Nothing in the review process relieves the owner from responsibility for compliance with all rules, regulations and restrictions whether imposed by governmental authorities or by the San Pedro Creek Estates Subdivision (SPCE) Restrictions and Design Guidelines.

Owners shall be responsible for providing the proper documentation and for payment of all fees required in the Design Review process.

1. Completed and signed Submittal Checklist including all relevant documents (Preliminary and Final)
2. Completed and signed Plan Review Agreement
3. All fees (Design Review fee & Construction deposit) prior to Final Plan approval
 To receive a copy of the current fee schedule contact the Community Association Manager, or the schedule is available on the Creek web site www.sanpedrocreek.org. All payments should be payable to the San Pedro Creek Estates Homeowners' Association referencing lot and phase number and delivered, with all other documents, to the Community Association Manager.
4. Please contact the Association Manager, Amy Costen, (505-888-4479) with any questions.

Scope of Design Review Services:

The Architectural Control Committee (ACC) will provide the following services for the plan review (if applicable) to determine compliance with the Design Guidelines (review the SPCE Design Guidelines for a complete understanding of the services and requirements).

1. Pre-Design Meeting
2. Preliminary Design Review
3. Final Design Review
4. Final Design Meeting
5. Preliminary Construction Observation
6. Final Construction Observation

Owners' Initials _____/_____

Terms and Conditions:

The following terms and conditions shall apply to this Agreement. By executing this Agreement, owner and his agents agree to the following:

1. All fees, taxes and costs incurred in conjunction with this agreement shall be paid in full and in a timely manner.
2. The ACC and the Homeowner’s Association Board of Directors shall have exclusive power to determine compliance with the Design Guidelines and the Restrictions. No individual member of the ACC or Board of Directors shall have power to waive any violation, provide any approval or grant any variance.
3. The owner shall provide copies of the Design Guidelines and the Restrictions to owner’s architect(s) and/or agent(s); who is involved in the planning and construction process and the owner shall be responsible for the agent’s compliance.
4. Members of the ACC and Board of Directors are not licensed architects, engineers or planners and have no ability to ensure compliance with planning and/or construction procedures, techniques or processes.
5. Plans will not be considered for approval if any outstanding indebtedness exists to the Association or if there is any uncorrected compliance issue(s) of the Restrictions or Design Guidelines.
6. In the event of any dispute regarding this Agreement, the owner agrees to pay all fees, costs, expert expenses and other expenses incurred by the Association in resolving the dispute. All disputes shall be resolved pursuant to New Mexico law in the Second Judicial District Court in Sandoval County New Mexico.
7. Members of the ACC, members of the Board of Directors, the Architectural Consultant (if contracted by the Board of Directors for this specific project) and/or the Community Association Manager may visit the site from time-to-time to observe the progress of the project.
8. The Owner is responsible to keep all contact information current.
9. By signing this Plan Review Agreement, the lot owner affirms they have obtained and thoroughly read the SPCE Design Guidelines, By-Laws and Restrictions pertaining thereto.

The undersigned hereby agrees to the previously stated terms and to submit all necessary documents to the SPCE Community Association Mgr. for the design review of the above referenced improvement.

Date: _____

Owner (s): _____

Owner (s): _____