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Architectural Submittal Checklist

- Completed Architectural Application Form
- Detailed description of the proposed project
- Current photos of the area to be modified
- Plans, drawings, renderings, or specifications for all proposed changes
- Material and color samples/details, including paint, windows, doors, roofing, pavers, lighting, etc.
- Landscape plan including all proposed and removed plant material
- Structural engineering plans/reports (if applicable)
- City of Scottsdale permits or permit applications (if required)

The Satellite Association and GRCA Master Architectural Committees shall make every reasonable effort to review submitted applications and provide a written decision within fifteen (15) working days. If the Master Architectural Committee does not render a written decision within thirty (30) working days, the review period shall automatically extend month-to-month unless the applicant submits a written request via Certified Mail to the attention of the Gainey Ranch Executive Director requesting an immediate decision. Upon receipt of such notice, a written response must be provided within fifteen (15) working days or the application shall be deemed approved. Applications may be denied if sufficient information is not provided for the Committees to properly evaluate the request.

Acknowledgements

I acknowledge that all proposed modifications are subject to review and approval by the applicable Satellite Association Architectural Committee and/or the GRCA Master Architectural Committee prior to any work commencing. I understand that submitting an incomplete application may delay the review process and that additional information may be requested.

I further acknowledge and accept that, should an application fee apply to this request, the applicable architectural processing fee will be charged to my homeowner account in accordance with the current GRCA Master Architectural Committee fee structure. I understand fees are determined based upon the scope of the project and review requirements.

I understand that all approved work must comply with applicable GRCA governing documents, MAC Rules, satellite community standards, and all applicable city, county, state, and federal regulations, permits, and requirements.

Owner's Signature: _____
(your signature is required for application submission)

FOR STAFF USE ONLY

Date Received: _____

Executive Director Initials: _____

Date Satellite Approved: _____

Community Standards Initials: _____

Date MAC/Staff Approved: _____

Application Fee to be Applied: _____



**Gainey Ranch Community Association
Contractor Work Rules & Acknowledgment Form**

Owner Information:

Name: _____ **Phone:** _____

Community & Lot/Unit #: _____ **Email:** _____

Contractor's Name:

Name: _____ **Phone:** _____

ROC#: _____ **Email:** _____

Permitted Construction Hours

Construction activity, contractor presence, deliveries, and equipment operation are permitted only during the following hours:

- Summer Hours: April 1st - October 31st. Monday through Friday, 6:00 a.m. to 5:00 p.m.
- Winter Hours: November 1st - March 31st. Monday through Friday, 7:00 a.m. to 5:00 p.m.
- No work permitted on Sundays or Association-recognized holidays

Parking & Vehicle Restrictions

- Contractor vehicles may not block driveways, fire lanes, mailboxes, or sidewalks.
- Parking is limited to areas immediately adjacent to the project property or other designated areas as assigned by GRCA.
- No overnight parking of contractor vehicles, trailers, or equipment within the community.
- No parking on landscaped areas or common areas at any time.
- Parking only on one side of the street

General Contractor Rules

- All work must match plans approved by the Gainey Ranch Master Architectural Committee (MAC).
- City permits must be posted and visible when required.
- Contractors are responsible for maintaining a clean and orderly job site at all times.
- Debris must be contained and removed regularly daily. Sidewalks, streets, and other common areas surrounding the project shall be inspected and cleaned of construction material.
- Noise, dust, and debris must be minimized to avoid impacting neighboring properties.
- Any damage to common areas, streets, or neighboring property will be repaired at the contractor/owner's expense.
- Contractors must follow all security and access procedures established by GRCA.

Safety Responsibility

- Contractor shall be solely and completely responsible for conditions of the job site, including the safety of all persons and property during the performance of the Work. This requirement shall apply continuously and shall not be limited to normal working hours.
- Contractor shall provide competent and adequate supervision at all times during performance of the Work. Contractor shall be responsible for the acts and omissions of its employees, subcontractors, agents, and anyone directly or indirectly employed by Contractor.
- Contractor shall comply with all applicable federal, state, and local laws, regulations, codes, and ordinances relating to safety, including but not limited to standards and regulations promulgated under the Occupational Safety and Health Act (OSHA).
- Contractor shall take all necessary precautions for the safety of workers and others on or near the project site and shall provide all necessary protection to prevent injury, loss, or damage to persons or property. Contractor shall be responsible for implementing and maintaining appropriate safety programs and procedures in connection with the Work.
- Contractor shall promptly correct any unsafe condition or practice that may be identified by the Association, its agents, or any governmental authority. The Association shall have the right, but not the obligation, to stop the Work if unsafe conditions are observed, without penalty or liability to the Association.
- Nothing in this Agreement shall be construed as giving the Association control over the means, methods, techniques, sequences, or procedures of construction, all of which are solely the responsibility of Contractor. Contractor acknowledges that it is an independent contractor and is solely responsible for job site safety and OSHA compliance.
- Contractor shall immediately report to the Association any accident, injury, property damage, OSHA citation, or safety-related incident occurring in connection with the Work and shall provide a written report within 24 hours.
- Contractor shall defend, indemnify, and hold harmless the Association, its directors, officers, employees, agents, and members from and against any and all claims, damages, fines, penalties, losses, or expenses (including attorney's fees) arising out of or related to Contractor's failure to comply with safety laws or maintain safe working conditions.

Acknowledgment & Agreement

I acknowledge that I have read and understand the Gainey Ranch contractor rules. I agree to comply with all requirements and understand that violations may result in fines to the homeowner and suspension or removal of my company's ability to work within Gainey Ranch.

Contractor Signature: _____

Owner Signature: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____