

# **Design Change Application and Review Process**

## **Application Process**

1. Homeowners in Ray Ranch Estates are required to obtain written approval from the Committee prior to making any exterior alterations to their property. The application form and the Architectural Rules and Guidelines are available at the Ray Ranch Estates HOA website <https://www.rayranchestates.org/hoa-information.html> or from the HOA management company. Kinney Management, the current management company, can be contacted at:

Kinney Management  
480-820-3451  
6303 S. Rural Road  
Tempe, AZ 85283  
[kevin@kinneymanagement.com](mailto:kevin@kinneymanagement.com)

2. The completed application may be submitted online, emailed to [designreview@kinneymanagement.com](mailto:designreview@kinneymanagement.com), mailed, or dropped off at the Management Company office.
3. The Management Company will date stamp and forward the application form to the Committee for review.
4. The application will be processed within 30 days of receipt by the Management Company.
5. The Management Company will inform the owner of the Architectural Committee's decision.

Sufficient information must be included with the application form to enable the Committee to understand the proposal, its contextual relationship, and any potential impacts on neighboring property or the community. This may include one or more of the following items depending on the nature and type of the proposed alteration. Please include the following information as applicable:

1. A dimensioned site plan showing property lines, building setback, location of existing and proposed improvements, grade changes, etc.
2. A sketch of each elevation showing height, dimensions, configuration, materials, and colors.
3. Paint chips, material samples, manufacturer's brochures, or photos.
4. Detailed construction plans, floor plans, or landscape plans.

Variances from the Guidelines are granted only on a case-by-case basis.

*\*Refer to Architectural Committee Rules & Guidelines for more specific information.*

Revised: May 1, 2023

**Ray Ranch Estates Homeowners Association**  
**Property Improvement Application (form revised 4/28/2023)**

Owner Name	Date Submitted	Date Rec'd (HOA use only)
Lot Number	Phone number	Email address
Street Address	City	zip

Type of change(s) <input type="checkbox"/> Painting <input type="checkbox"/> Landscaping <input type="checkbox"/> Lighting <input type="checkbox"/> Other <div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block; vertical-align: middle;"></div>			
Description of Work and Materials Requested			
Paint colors Requested			
	Body	Trim	Block Fence
Are colors from approved palette or matched to palette colors? <input type="checkbox"/> Yes <input type="checkbox"/> No, I am asking for a variance.			
Have you included/attached any of the following as applicable? <input type="checkbox"/> Drawings <input type="checkbox"/> Photos <input type="checkbox"/> Plot Plan <input type="checkbox"/> Paint Samples <input type="checkbox"/> Sketches <input type="checkbox"/> Manufacturer's Brochures <input type="checkbox"/> Other, please list <div style="border: 1px solid black; width: 200px; height: 15px; display: inline-block; vertical-align: middle;"></div>			

For HOA use only				
Committee Member	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date	Signed
Committee Member	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date	Signed
Committee Member	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date	Signed
Committee Comments				
<i><b>The Committee's review and approval is limited to, and only pertains to, the ITEMS DESCRIBED ABOVE. Any additional improvement or modification shown on the plan(s) submitted is not considered as a part of the submittal.</b></i>				

If buttons do not work  
in your browser, save  
form then submit.

Submit Form will open a  
local email client. Please  
attach files as applicable.