



Architectural Review Application | New Home Construction

Please submit this form and all associated materials (see next page) to the ARC by email or at the address above. ARC meets on an as-needed basis.

The Architectural Review Committee of Bailey Ridge ("ARC" or "Committee"), by & through the undersigned, has considered the application for design approval for improvement on¹:

To be Completed by Applicant:

New Home Property Address: _____

Name to Mail Response to: _____ Phone #: _____


Email: _____ Cell #: _____

All required materials, as listed below, must be submitted and application must receive FINAL approval before construction can begin.

Required Submission Materials | New Home Construction

An Owner wishing to take an action requiring approval of the Architectural Control Committee under this Article shall give notice of the proposed action to the Architectural Review Committee; together with complete plans and specifications therefore, including, as applicable:

The following information is required with your application. All drawings must be submitted in a 22" x 34" format with a copy in an 11" x 17" format. If drawings are faxed or emailed to the Committee, a hard copy must be provided within three days for the permanent record. Plans must include the name of the preparer. Include on all drawings the following:

	Name, address & telephone number of the contact person for project
	Street & lot numbers i.e., Tayside St., Lot #
	North Arrow
	Written scale (1" = 20')
	Graphic scale such as: 
	<small>Graphical Scale (km.)</small>

All plans must be approved by the Architectural Review Committee (ARC) and RECEIVE FINAL APPROVAL prior to beginning construction and installation. After final approval, any changes must be approved by the ARC.

New Home Construction		
Check	Required Materials	Due Date
	A. A professionally prepared site plan showing the location, size, configuration and layout of the proposed Improvement, including all proposed vehicular and pedestrian circulation;	With Application
	B. Professionally prepared plans and drawing showing the nature, style, and dimensions of the proposed Improvement, including the exterior material types, colors, and appearance (the scale of plans shall be one inch (1") = twenty feet (20') or larger); and;	With Application
	C. If the proposed Improvement is the first Residence to be constructed on a Lot, a professionally prepared landscape plan showing the nature, type, size, location and layout of all landscaping; vegetation, ground cover, landscape and site lighting, walks, major existing vegetation and irrigation and drainage systems proposed to be planted or installed (or, where applicable, removed or destroyed).	With Application

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The Architectural Review Committee shall review the Owner's request within thirty (30) days of receipt of a complete application and shall render a decision within forty-five (45) days of receipt. If the Architectural Review Committee fails to render a written decision within the time allowed, the request shall be deemed to be approved.

Construction of Improvements shall conform to the plans and specifications approved pursuant to the Declaration. The Architectural Review committee shall have the right to inspect the Lot and the construction to determine whether the improvements are being constructed in conformity with approved plans and specifications. In the event it is determined in good faith by the Architectural Review Committee that the work is nonconforming, the Committee may issue a stop work notice without necessity of a court order, which shall require the Owner to correct the nonconforming work specified in the notice before the remainder of the Improvement may be completed. Continued work without correction of the nonconforming item shall be deemed a breach of the Declaration.

For further guidance on process, materials, design, and approval required please consult the Bailey Ridge CC&Rs



APPLICATION FEE REQUIREMENT FOR ARCHITECTURAL REVIEW APPLICATION

In accordance with ORS 94.630, the following is published to set forth to require an application fee for Architectural Review Applications submitted to the Architectural Review Committee (ARC) of the Bailey Ridge Home Owners Association.

1. APPLICATION FEE AMOUNT

- \$500.00 per lot for new home construction
- \$50.00 per lot with an existing home only when proposed improvements are deemed by the ARC to exceed \$2,500.00

2. APPLICATION FEE REQUIRED

The application fee is required for any initial Architectural Review Application.

“Initial” means the first Architectural Review Application for one specific project on one specific lot.

The application fee does not apply to project revisions due to an application denial from the ARC or to change orders.

3. APPLICATION FEE DUE

The application fee is due to the ARC in the form of a cashier's check payable to the Bailey Ridge HOA, within 10 days of submitting an Architectural Review Application for review, and is non-refundable.

Failure to pay the application fee as required shall result in a denial of the submitted Architectural Review Application.

4. APPLICATION FEE HANDLING

The application fee, when received by the HOA, shall be immediately placed into the HOA operating account.



SECURITY DEPOSIT REQUIREMENT FOR LOT IMPROVEMENT

In accordance with ORS 94.630, the following is published to ensure lot improvements are completed according to plans submitted to and approved by the Architectural Review Committee (ARC) of the Bailey Ridge Home Owners Association and are in compliance with the Conditions and Restrictions (C&R's).

1. SECURITY DEPOSIT AMOUNT

- \$10,000.00 per lot for new home construction
- \$500.00 per lot with an existing home only when proposed improvements are deemed by the ARC to exceed \$2,500.00

2. SECURITY DEPOSIT DUE

The security deposit is due to the ARC in the form of a cashier's check payable to the Bailey Ridge HOA, within 30 days of plan approval or prior to breaking ground/project commencement whichever occurs first.

The security deposit may be withheld in whole or in part by the HOA depending upon the Owner's compliance with these rules and provisions during all phases of construction inclusive of a final compliance inspection by an ARC member at the completion of construction.

3. SECURITY DEPOSIT HANDLING

The security deposit, when received by the HOA, shall be immediately placed into a trust account separate of HOA operational funds.

4. SECURITY DEPOSIT RETURN

The security deposit shall be returned in full, without interest, when:

- a. Construction is complete,
- b. The HOA ARC has inspected the work completed in accordance with section 6.4.4 of the Bailey Ridge Home Owners Association C&R's, and
- c. No discrepancies are found between the submitted and approved plans (or change orders) and the final completed improvement to the lot.

5. SECURITY DEPOSIT FORFEITURE

Failure to complete the submitted project in accordance with plans approved by the HOA ARC shall result in a forfeiture of 10% of the initial security deposit for each discrepancy and may result in an order to correct the discrepancy.

The total penalty amount may accrue to exceed the security deposit and correction of the discrepancy may be ordered regardless of cost to the lot Owner. Any unpaid penalties will be recovered by placing a lien on the lot. If a lien is necessary, the Owner will be responsible for any legal and administrative fees incurred by the HOA.

6. FAILURE TO PAY SECURITY DEPOSIT

Failure to pay the security deposit as required shall result in a stop work order being issued to the Owner and the assessment of a non-refundable penalty. The amount of the non-refundable penalty shall be equal to 5% of the security deposit required and shall be assessed per day until the security deposit is received by the HOA or until a cancelation notice for the project is received by the HOA from the lot Owner.



The penalty for failing to pay the required security deposit does not relieve the Owner of obligation to pay the security deposit. Both the penalty and the security deposit are required to be paid before construction will be authorized by the HOA.

A cancellation notice for the project does not relieve the Owner of obligation to pay an already due penalty.

7. CHANGE ORDER REQUIRED FOR ALTERATION TO APPROVED SUBMISSION

A change order shall be submitted to the ARC by the lot Owner for any alterations to any Architectural Review Application previously approved by the ARC.

Failure to submit a change order to the ARC may result in forfeiture of the security deposit in accordance with Section 5 above.

8. INSPECTION OF IMPROVEMENT

In accordance with section 6.4.4 of the Bailey Ridge Home Owners Association C&R's, the ARC, at any time, may inspect changes or alterations for which the Owner has applied for or received ARC approval. The ARC shall provide reasonable notice when an inspection will require access to enclosed areas such as backyards.

During the improvement project, the Owner may request an inspection by the ARC to ensure compliance and agreement between submitted plans and actual construction.

The Owner shall provide a written Notice of Completion to the HOA ARC within 10 days of project completion. This notice may be in email form to the HOA or their designee. Upon receipt, the ARC will schedule a walk-through inspection with the Owner.

The right of inspection by the ARC shall terminate sixty (60) days after project completion.

9. UNPAID PENALTIES AND DISCREPENCY CORRECTION

Any unpaid penalties will be recovered by placing a lien on the owner's property. If a lien is necessary, the Owner will be responsible for any legal and administrative fees incurred.

Remedies will be pursued to the fullest extent permitted by the Bailey Ridge Home Owners Association C&R's and applicable State Law.