



Bailey Ridge HOA ARC

C/O Northwest Pacific Property Management

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Architectural Review Application | Minor Alteration to an Existing Home

Please submit this form and all associated materials required for approval of a minor alteration(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:

Property Address: _____

Name to Mail Response to: _____ Phone #: _____

Email: _____ Cell #: _____

See next page for required submission materials. Plan(s) must be submitted and application must receive FINAL approval before construction can begin

To be Completed by Bailey Ridge Homeowners Association Architectural Review Committee (BRHOA ARC):

Your application for _____ is APPROVED as submitted. One copy will be retained for the permanent records of the Committee and one will be returned to the applicant with this memorandum. All construction must be completed in accordance with the approved plans. Please be advised that a general contractor sign may be installed at your Lot to help identify the work site for subcontractors. This sign can be no larger than 24" x 36". Signs erected by specialty contractors (siding or landscaping companies, for example) or signs that are of a marketing nature are not allowed and will be removed by the Association. **Any change or deviation from these plans must receive Committee approval. This approval will be valid for one year from the date of approval, after which plans must be resubmitted if the approved work has not been initiated.**

Your application for _____ is SUBJECT TO completion of items noted below or on the attached forms. Required items or changes must be submitted to the Committee by the due dates indicated. Should the requirements not be satisfied by the deadline set by the Committee, the application will be closed and you will be required to submit a new application. Project must receive approval before work starts. _____ **[SEE ADDENDUM]**

Your application for _____ is DENIED for the following reasons _____ **[SEE ATTACHED ADDENDUM]** You may request an additional review of the project. The purpose of this second review is to discuss specific objections and any mitigating circumstances that may justify a change in the Committee's decision. The request for a review or the submission of a new proposal must be presented within 30 days or the application will be closed. Once closed, you will be required to submit a new application.

Your application for _____ is INCOMPLETE. For the following reasons:

No Alteration may begin. The additional information requested by the Committee must be presented within 30 days or the application will be closed. Once closed, you will be required to submit a new application. **[SEE ATTACHED ADDENDUM]**

Minor Alteration is defined as a paint or stain change, satellite dish installation, or other alteration to the home or Improvement less than \$2500. The BRHOA ARC reserves the right to designate the change as other than minor. If there is any question about which form to use, please contact Northwest Pacific Property Management or BRHOA ARC.

Required Submission Materials | Existing Home

An Owner wishing to take an action requiring approval of the Architectural Control Committee under this Article 6.3 shall give notice of the proposed action to the Architectural Review Committee; together with complete plans and specifications therefore, including, as applicable:

Existing Home or Improvement Alteration		
Check	Required Materials	Due Date
	(A) - Description of the change and (B) -supporting documentation: drawings, colors swatches, specifications, photos, etc necessary to accurately convey to the ARC the nature of the proposed alteration: Examples of Minor Changes: 1. Paint Change: For a change to exterior home or trim paint or stain color - Submit a color swatch of the proposed color and description of what is to be painted or repainted. 2. Satellite Dish Installation: Description of where the Satellite Dish will be installed consistent with Article 2.4.5 of the C&Rs.	
	A. Description of Change: (please attached additional sheets if necessary)	With Application
	B. Supporting Documentation: May be attached to the application electronically, or provided to Northwest Pacific Property Management on behalf of the ARC.	With Application

All plans must be approved by the Architectural Review Committee (ARC) and RECEIVE FINAL APPROVAL prior to beginning any changes to an existing home or Improvement. After final approval, any changes must be approved in writing by the ARC via a Change Order Authorization.

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 Declarations.

ARC Requirements and Definitions for Reference:

(Note- these Article references are not all inclusive- additional requirements and definitions may be found in your C&Rs):

6.3 **Approval Required.** No Improvement shall be constructed, placed or permitted to remain upon the Property, and no exterior addition to, change in, painting or staining of, or alteration to any Improvement on the Property of any type shall be made, until the plans and specifications showing the nature, kind, shape, height, materials, color and location of the same shall have been submitted to and approved in writing by the Architectural Review Committee as to compliance with the Declaration and as to the harmony of external design, materials, color and location in relation to surrounding structures, topography and vegetation.

Definition of Improvement:

“Improvement” shall mean any building, garage, storage building, driveway, parking area, fence, retaining wall, stairs, deck, gazebo, hot tub, swimming pool, sign, or any other man-made above ground or below ground structure, including a drainage control system.

Satellite Dishes:

2.4.5 **Antennas and Service Facilities.** No exterior antennas or aerials of any kind shall be permitted unless required for reception and then only as approved by the Architectural Review Committee (defined below). Clotheslines and other service equipment shall be screened so as not to be viewed from any street. A satellite dish may be allowed, if it can be screened from public view to the extent reasonably practicable or situated on the Lot so as not to be visible from any other Lot or roadway in or around the subject Lot. Approval for a satellite dish and any associated screening must be obtained from the Architectural Review Committee. No exterior antennas which function as transmitting devices shall be permitted on any Lot. No satellite dish installed on any Lot shall exceed thirty-nine inches (39”) in diameter.

For further guidance on process, materials, design, and ARC process and approval requirements please consult the Declaration of Covenants and Restrictions for Bailey Ridge Subdivision (C&Rs).