**Deliver the completed form (page 2) along with any additional verbiage, drawings, pictures and information to:**

**Association Management Services, NW**

**Mail:** 16520 SW Upper Boones Ferry Road, Suite 250, Portland, OR 97224

**Fax:** 503-598-0554

**Email:** ArborRidge@ams-nw.com

**Please describe all the changes you propose to make to your property.**

* **Incomplete applications will be rejected, and you will need to resubmit.**
* Include a scale drawing(s) with top (plan) and side (elevation) views as necessary to clearly establish locations and elevations of any structures.
* Include existing structures and boundaries where necessary to indicate relative location.
* Include dimensions of structures if appropriate.
* Include materials and plant types being used if appropriate.
* Include color(s) and include color samples if appropriate.
* Include contractor bid details if appropriate.

**Submit at least** **30 days Prior to planned work.**

* To avoid any delay in Architectural Review, please include all information needed to make a decision. You may attach additional information such as drawings, contracts and/or pictures to help the review process. The more information provided the better.
* The Architectural Review 10-day period starts only once ALL required information is received by the ARC to review the application.
* **Home additions require official plans and permits.**
	+ A presentation at a Board Meeting will be required with full architectural plans and your contractor.
	+ 60 days advance submission will be required to allow a meeting to be arranged.
	+ You will need to arrange a meeting with our [Management Company](https://www.arborridgeonline.com/contacts/managementcompany/).

*Please be aware that approval provided by the Board and ARC in no way provides approval for any County, City, State or Local legal requirements, permit approvals, or authority to not investigate necessary requirements by your local government or* *jurisdiction to ensure compliance with the law. The Board and ARC take no responsibility for the construction or work done by the Homeowner. The Homeowner assumes all the responsibility to abide by the local laws of the land and accepts all liability.*

* The Architectural Review process will only approve requests based on the association’s [Governing Documents](https://www.arborridgeonline.com/forms/) & [Community Standards](https://www.arborridgeonline.com/standards/). Exterior improvements or modifications require approval by the Architectural Review process.
* Homeowners should contact any affected local government or jurisdiction to ensure all requirements are met prior to submitting this form and commencing any work.
* Requests will not be approved that encroach upon common property ([tract areas](https://www.arborridgeonline.com/community/common-areas/)) or neighboring lots.
* Homeowners need to ensure that any improvements do not alter the current drainage, divert water, or impact a neighboring lot or common property with modifications proposed.
* Proposed work must be completed within six (6) months of your Estimated Completion Date.
	+ If not completed, you will need to submit a new application.
	+ Any changes to your original project from what you provide on this form must be submitted as a new application for review.
* Homeowner is responsible to maintain a clean work/construction site.
	+ This includes all contractors, and their construction work is your responsibility.
* A single contractor advertisement/sign is allowed on the property during the work/construction only and must be removed upon completion.
	+ Review the [Signage Resolution](http://www.arborridgeonline.com/documents/Sign-Resolution.pdf) on the Arbor Ridge website.

*Please print neatly all information or electronically fill out this document.*

*Only This Page Needs to be Submitted from this Document.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Submission Date** |  | **Estimated Completion Date** |  |

|  |  |
| --- | --- |
| **Homeowner Name** |  |
| **Lot Number** |  |
| **Street Address** |  |
| **Email Address** |  |
| **Phone Number** |  |

|  |
| --- |
| **Project Description** (More detail the better include as needed designs, contracts and/or pictures to help review your request) |
|  |
| **Check all that apply below** |
|  | **\*Home addition** - requires official plans and permits. Presentation at a Board Meeting with full architectural plans, your builder etc., and 60 days advance notice will be required. You will need to arrange a meeting with the Management Office. |
|  | Roofing/Siding Install/Replace |  | Fence Install/Replace |
|  | Solar Install/Replace |  | Painting Home Exterior or Fence Staining (no Paint) |
|  | Sidewalk/Driveway Install/Replace |  | Air Conditioner Central Air or Portable Install/Replace |
|  | Garage Door Install/Replace |  | Retaining Wall Install/Replace |
|  | Exterior/Screen Door Install/Replace |  | Deck/Arbor/Trellis Install/Replace |
|  | Window Install/Replace |  | Concreate or Paver Install/Replace |
|  | Exterior Light Install/Replace |  | Patio Cover/Awnings Install/Replace |
|  | Irrigation Install/Replace |  | Satellite or Antenna Install/Replace |
|  | Landscape Install/Replace |  | Hot Tub or Pool Install/Replace |
|  | Street Tree Install/Replace |  | Shed or Play Structure Install/Replace |
|  | **Other:** |
|  | **Check if a construction dumpster, trailer and/or porta potty will be on premise** |
|  | **Other Items of Consideration:** |

**General guidelines to aid in the review of your request**

Please review the [Community Standards](https://www.arborridgeonline.com/standards/) on the Arbor Ridge website for up-to-date information and details as this page may not include all information that may be helpful for your request.

Any placement of items on the property should not encroach upon setbacks or easements of neighboring homes or communal areas within the community. Should access to these areas be required, homeowners will be held responsible for associated costs.

**Exterior Paint** – Colors common to, and appropriate for, the neighborhood is typically approved.
Fluorescent colors, “bright” colors, or colors not appropriate for the neighborhood will not be approved.

* Review the Resolution on the website: [Exterior Colors Resolution](http://www.arborridgeonline.com/documents/ARHA-Exterior-Colors-Resolution-2014-01.pdf)

**Roofing** – Colors and Materials must not change, composition shingles and professionally installed
generally are approved. Wooden shingles, Tile and Metal Roofing will not be approved.

**Basketball hoops** – Discouraged. Current policy is to allow goals placed halfway up a driveway so that
users would remain on the homeowner’s driveway. Never approved at or near curb where users would be
in the street right of way. Include sketch of location with application.

* Review the Resolution on the web site: [Basketball Hoop Resolution](http://www.arborridgeonline.com/documents/Basketball-Hoop-2012-01.pdf)

**Satellite Antennas** – Satellite antennas common for TV or Internet and similar services are allowed but must be positioned so that their visibility from the street and other lots is minimized.

* *Include a copy of your lot showing all setbacks and easements with the footprint plotted.*

**Sheds** – Size restriction may be imposed. Colors should match existing craftsman style house paint and roofing to match existing house as close as possible.

* *Include a copy of your lot showing all setbacks and easements with the footprint plotted.*

**Fencing** – Good Neighbor/Cedar Fencing with cap is the standard for the community and is stained in natural colors are only approved. Bright colors or colors not appropriate for the neighborhood will not be approved.

* *Include a copy of your lot showing all setbacks and easements with the footprint plotted.*

**Patios & Decks** – Generally approved if quality of design, materials, and construction is high quality. Washington County requires permits if the deck height and size is in scope, please make sure to check if you need a permit.

* *Include a copy of your lot showing all setbacks and easements with the footprint plotted.*

**Patio & Deck Covers** – Generally approved if quality of design, materials, and construction is high. If
painted, the colors should match the house or be stained with natural wood tones. Roofing to match house roofing materials. The homeowner is responsible for all safety and drainage issues. Must not violate any setbacks or easements.

* *Include a copy of your lot showing all setbacks and easements with the footprint plotted.*

**Garage Conversions** – Not allowed. Permanent garage conversions may have a negative impact on the resale value and time-on-market of neighboring homes.

* *The CCR’s require your Garage Space to be available as a place to park your vehicle(s).*

**Home Additions** – Completed addition should look like it was always part of the original construction. Materials and colors should match the original construction. Homeowner responsible for all governmental building permit and building code requirements.

* *Include a copy of your lot showing all setbacks and easements with the footprint plotted.*