

OLD SWEETBRIAR FARM HOA – ARCHITECTURAL REQUEST APPLICATION (ARC)

Anticipated Start Date of Project: _____

Homeowner's Name: _____

Property Address: _____

Email: _____ Phone: _____

Description of proposed improvement(s): _____

NEIGHBOR ADVISEMENT: It has been determined that it is in the best interest of all parties to advise your neighbors of any proposed improvements to your property, and have your adjacent neighbors sign where indicated.

<i>Neighbor's Signature</i>	<i>Address</i>	<i>Objections or Acceptance</i>
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1) _____

2) _____

3) _____

NOTE: Objections by neighbors does not mean disapproval of the request. Objections will be reviewed by the Board/ARC Committee.

SUBMITTAL: More information will help the Board/ARC Committee to better understand your project. In addition to this application form, please include the following on a separate piece(s) of paper:

1. Additional information regarding proposed improvements: photos, aerial views (Google earth), etc. The more information you provide, the better we can understand your project.
2. Location of improvement. Include drawing of lot, dwelling, and other existing structures.
3. Detailed drawings of improvement.
4. Name of materials to be used, color of the materials, and product number if necessary.

I further understand and agree to the following provisions:

1. The Association may require an on-site inspection before application is approved.
2. No work or commitment of work will be made by me until I have received written approval from the Association.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other owners and tenants.
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
7. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws; codes; regulations; and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work.

Please sign below, indicating your understanding and agreement.

Owner's signature: _____ ARC submittal date: _____

Contractor name: _____ Phone: _____

Business name: _____ License #: _____

OR: Independent contractor name: _____ Phone: _____

The Board/Architectural Review Committee reviews each request. Approvals may take up to 30 days. Some projects may require investigation. Submit both form pages (pg. 1 & 2) and all supporting documents to insure the fastest response. Thank you.

PLEASE SUBMIT BOTH PAGES OF FORM AND ALL SUBMITTALS IN ONE OF THE FOLLOWING WAYS:

- Email OldSweetbriarFarmHOA@easyHOA.email
- Online at APP.easyhoa.com
- Mail to OSbFHOA, PO Box 192, Troutdale, OR 97060