

## ARCHITECTURAL REVIEW COMMITTEE APPLICATION PROCEDURE

All Charbonneau homeowners are subject to the agreement between the Charbonneau Country Club and all individual homeowner associations regarding architectural control matters (originally adopted, 1995; revised, 2008). See the current edition of the Charbonneau Country Club Architectural Control Standards and Resident's Directory for details (also available at our association's website [www.choaonline.org](http://www.choaonline.org)). Note that when replacing concrete, asphalt, or other hard surfaces an irrigation inspection is required. An irrigation sleeve, installed by our landscape contractor, may be required at the owner's expense.

The following procedure is to be followed by the homeowner and the Architectural Review Committee (ARC) when submitting, reviewing, and approving or disapproving plans for a requested change.

1. The homeowner must obtain or create plans for a requested change. The homeowner must review plans with any affected neighbors located within the line-of-sight of change. The homeowner must obtain affected neighbors' written approval of plans on Line-of-Sight Neighbors Approval Form (see p. 3 of this document).
2. The homeowner must submit an Architectural/Landscaping Change Request Form (see the next page). The request form must include, as appropriate, all plans, specifications, drawings, and a general description of work to be performed. The form must be signed by the owner submitting the request, and it must include the Line-of-Sight Neighbors Approval Form with the signatures of any affected neighbors.
3. After receipt of the written request, the ARC will make its decision in accordance with the architectural standards and guidelines of the Association and Charbonneau Country Club. The ARC has the discretion to withhold approval of any request if it would be inappropriate for the particular residence or incompatible with the architectural standards and guidelines of the Association.
4. Approval of a request must be made by a majority of the ARC or its designated representative. Approval or disapproval of a request must be delivered in writing or email to the owner. Failure to approve or disapprove a request within thirty (30) days of submission shall constitute an approval.
5. Any changes to plans after approval effectively cancels the approval and the owner must submit a new request with updated plans and a new Line-of-Sight Neighbor Approval Form.
6. Approval is valid for three (3) months after issuance and is automatically revoked unless work has begun during this three (3) month period of time. If work will not begin within three (3) months, the owner may apply for an extension of the approval.
7. If a request is not approved, the owner may appeal the ARC's decision to the Board of Directors. Appeals must be made in writing within ten (10) days of the ARC's decision. The Board will make a final decision within twenty (20) days of the request for appeal.

Decisions for approvals, non-approvals and final completion inspection okay's will usually be communicated via emails once the ARC form is completed and given to property manager.

# CHOA ARCHITECTURAL/LANDSCAPING CHANGE REQUEST FORM

*Please print or type*

<b>Return this form to:</b>	CHOA Property Manager	Contact: Steve or Mike Chinn 503-266-5351
	PO Box 219, Wilsonville, OR 97070	contact@candsservicesllc.com
<b>Owner(s) Name(s):</b>		
<b>Phone:</b>		
<b>Property Address:</b>		

In accordance with the Association's documents and the Charbonneau Homeowner's Manual, I/we hereby apply for written approval to make the following exterior alterations or changes to my/our unit.

Please attach all requested information to this application IN DUPLICATE.

Describe the proposed modification(s)/addition(s) including your estimate for the date of completion. (If additional space is needed, please provide separately and attach.)


State the change in square footage that will result because of the change or remodel.

Change in square footage: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

**PLEASE PROVIDE**

- a. Plans of the proposed change (including plot plan) prepared in sufficient detail so that a reviewer would understand what the proposed changes represent.
- b. Elevation drawings depicting the proposed changes as they will appear when finalized. Possible Survey.
- c. Pictures of the site where the proposed changes are to be made.
- d. Other information you consider relevant to your request.

**NOTE: OWNER ASSUMES RESPONSIBILITY FOR OBTAINING ALL NECESSARY BUILDING PERMITS UPON APPROVAL. AN APPROVED REQUEST FORM MUST BE PRESENTED TO THE CITY OF WILSONVILLE OFFICIALS WHEN APPLYING FOR A BUILDING PERMIT. NEIGHBOR APPROVAL IS ALSO REQUIRED FOR SIGNIFICANT REPLACEMENT CHANGES.**

All requests are evaluated for conformity with existing architectural and aesthetic conditions within CHOA and are in conformance with the CHOA architectural guidelines (see the Business Affairs section of the CHOA Information Directory or at [www.choaonline.org](http://www.choaonline.org)). The owners have the sole responsibility for building permits and/or any other areas requiring governmental, professional, or technical advice or approval. Owners shall be solely responsible for any injury to any persons or damages to adjoining property that may result from the approval herein requested.

If this application is approved, I/we fully understand the approval is only for what is indicated herein, based upon the facts and plans presented. All approved alterations or changes must be completed within the time frame stated herein or as amended in writing by the respective parties.

Owners Signature:	Date:
Owners Signature:	Date:

**NOTICE TO OWNER** You are hereby advised that architectural changes, modifications, and/or additions to your unit and/or property may increase your monthly assessment.

# ARCHITECTURAL CHANGE REQUEST LINE-OF-SIGHT NEIGHBORS APPROVAL FORM

Applicant's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

**Note to Applicant: This form must be signed by your adjoining neighbors and the line-of-sight neighbors of the proposed change and returned with your Architectural Change Request.**

The applicant and the undersigned owners have reviewed plans concerning the requested change to the applicant's unit. The undersigned owners understand the impact the proposed change will have on their view.

**If an owner has concerns about the proposal, please submit an explanation of your concerns on a separate page.**

**By & Date:** \_\_\_\_\_

Address: \_\_\_\_\_

I Do	Do Not	have concerns about the proposal
Yes	No	I have attached an explanation of my concerns:

**By & Date:** \_\_\_\_\_

Address: \_\_\_\_\_

I Do	Do Not	have concerns about the proposal
Yes	No	I have attached an explanation of my concerns:

**By & Date:** \_\_\_\_\_

Address: \_\_\_\_\_

I Do	Do Not	have concerns about the proposal
Yes	No	I have attached an explanation of my concerns:

**By & Date:** \_\_\_\_\_

Address: \_\_\_\_\_

I Do	Do Not	have concerns about the proposal
Yes	No	I have attached an explanation of my concerns:

**By & Date:** \_\_\_\_\_

Address: \_\_\_\_\_

I Do	Do Not	have concerns about the proposal
Yes	No	I have attached an explanation of my concerns: