

STONE BROOK HOMEOWNERS ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE (ARC)

SUBJECT: APPLICATION FOR ARCHITECTURAL COMMITTEE REVIEW

All exterior changes, alterations or modifications on a Lot or an adjacent Common Area, except for those related to routine maintenance, **must** receive prior written approval from the Architectural Review Committee (ARC). To submit a request for such approval, please follow these procedures.

1. Address a letter to the Architectural Review Committee requesting approval to proceed with your project. Include a thorough and complete description of the project, enough to convey a detailed understanding to committee members who have not visited the actual project site. Include in your letter, or as attachments to your letter items checked below.
 - Approximate Dates** of project commencement and estimated completion.
 - Building Materials List** including product names, compositions, color photos, etc. Include brochures, website references or links as appropriate.
 - Contractor's Name(s)** and contact information.
 - Neighbor Comment & Approval Forms** sufficient to include any impacted adjacent units and other units with a view of the project site.
 - Parking** If prolonged parking of contractor vehicles, equipment or a dumpster is necessary, parking forms (available from the office) must be completed by the contractor and submitted to the Stoney Brook Office.
 - Permits** Homeowner is responsible for obtaining all applicable municipal and county building and/or other permits required prior to commencement of any work.
 - Photographs** of the project site as appropriate. Include close-ups and more distant shots to give some idea of the project's effect from a distance.
 - Plans and Elevations** sufficient to describe the project in detail. Include appropriate notes as to dimensions, color, texture, finish, etc.
 - Plot Plan** (Copies available at the SBHOA Office or on the SBHOA Website) showing location of the project.
2. Mail, hand-deliver or e-mail the application with all appropriate attachments to:

Architectural Review Committee
Stoney Brook Homeowners Association
4601 S. Yosemite Street
Denver, Colorado 80237
E-Mail: sboffice@msn.com

3. Upon receipt, a member of the Architecture Review Committee will review your application for completeness and, if necessary, request additional information. As soon as your application is completed, it will be scheduled for consideration by the committee by e-mail or at a meeting. Depending on circumstances, you may be asked to present your request at the next monthly meeting of the Architecture Review Committee.
4. Results of the Committee's findings will be e-mailed or delivered to you in writing as soon as possible after the meeting. For projects restricted to your Lot, the Committee has 45 days from receipt of your completed application to deliver its determination. In the event you do not receive notification of a decision within this 45-day period, your request will receive automatic approval and you may proceed with your project. NOTE: No such time limit applies to any project encroaching into Common Areas, in which case final approval MUST be by a majority of all homeowners. See "Vote Request for Common Area Easement Sample".
5. If an approved request for exterior change(s) has not been initiated after one year of approval, the homeowner will be required to resubmit the application for ARC approval.
6. You have the right to appeal Committee findings to the Stoney Brook Board of Directors.
7. Architectural Review Committee approval does not constitute municipal or county building department approval, nor does it guarantee structural safety or engineering soundness of the project.
8. At any time during the construction process, you agree to comply with Committee requests for additional information or to enter onto the project site for purposes of determining if construction is in accordance with the approved plan and in compliance with Stoney Brook covenants and guidelines.
9. Upon completion of the project, you agree to promptly notify the General Manager and Architectural Review Committee and authorize it to enter onto your property to inspect the completed project for closure.
10. You understand that the Association's Rules & Regulations may apply to this project, and you will require Contractor(s) and other invitees associated with the project to abide by them as well.

Acknowledgement:

As a Stoney Brook Homeowner, I understand the process and procedures required to apply for approval of my project by the Architectural Review Committee and I agree to abide by the conditions set forth above.

Signature: _____ Unit #: _____ Date: _____

Phone Number(s): _____

E-Mail Address: _____

Architectural Committee Contact:

Name: _____ Phone Number: _____