

APPLICATION FOR ARCHITECTURAL COMMITTEE REVIEW

All exterior changes, alterations or modifications on a Lot or on 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 description of the project thorough and complete enough to convey a detailed understanding to committee members who have not visited the project site. Include in your letter or as attachments to your letter the items checked below by your Architectural Subcommittee contact:

- ❑ 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.
- ❑ Plot plan (copies available at Office) showing location of the project.
- ❑ Plans and elevations sufficient to describe the project in detail. Include appropriate notes as to dimensions, color, texture, finish, etc.
- ❑ Building materials list including product names, compositions, color photos, etc.
- ❑ Contractor's name and contact information.
- ❑ Approximate dates of commencement and completion.
- ❑ Neighbor approval forms sufficient to include adjacent units and others with a view of the project site.
- ❑ Permits: Homeowner is responsible for obtaining all applicable municipal/county building and/or other permits required prior to commencement of any work.
- ❑ 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.

2. Mail, deliver or email the application with all attachments to:

Architectural Review Committee
Stoney Brook Homeowner's Association, Inc.
4601 South Yosemite Street
Denver, CO 80237
Email to: sboffice@msn.com

3. On receipt, a member of the ARC 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 email or at a meeting. Depending on circumstances you may be asked to present your request at the next monthly meeting of ARC.

4. Results of the Committee's findings will be emailed 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 period, your request will receive automatic approval and you may proceed with your project. (No such time limit applies to projects encroaching into Common Area in which case final approval must be by a majority of all homeowners).

5. If an approved request for exterior change has not been initiated after one year of approval, the owner will be required to resubmit the application to the ARC for approval.

6. You have the right to appeal Committee findings to the Stoney Brook Board of Directors.

7. Architectural Committee approval does not constitute municipal/county building department approval nor does it guarantee structural safety or engineering soundness of the project.

8. Upon completion of the project, you agree to promptly notify the Architectural Review Committee and authorize it to enter onto your property to inspect the completed project.

9. 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.

10. You understand that the Association 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 or its Subcommittees and I agree to abide by the conditions set forth above.

Signature: _____ Unit #: _____ Date: _____

Phone Number(s): _____

E-Mail Address: _____

Architectural Committee Contact:

Name: _____ ph: _____