

STONEBROOK VILLAGE ARCHITECTURAL REVIEW COMMITTEE

REQUEST FOR CHANGE FORM

In accordance with the Declaration, Review Committee, Covenants Conditions and Restrictions (CC&Rs) and the ARC Procedures, Standards and Guidelines (PSG), I hereby apply for written approval to make the following changes, improvements, or alterations to my property:

Owner's Name: _____ Date: _____

Street Address: _____

Phone: _____ Email: _____

Description of Change (Use back of form if more space is needed)

Have you discussed the changes with contiguous owners? Yes _____ No _____

Proposed start date: Upon Approval: _____ Completion Date _____

The following information MUST BE ATTACHED based upon the scope of your project:

- Plat boundaries and dimensions
- Fence or screen drawings with placement diagrams
- Landscape diagram with plant names
- Exterior color: paint chips, shingle, stain type
- Any additional information relevant to evaluate and understand this request

IF THE INFORMATION YOU PROVIDE DOES NOT ALLOW FOR A COMPLETE UNDERSTANDING OF THE WORK TO BE DONE, THE ARC WILL INFORM YOU AND THE REQUEST WILL BE HELD OVER UNTIL THE NEXT MEETING AFTER THE ADDITIONAL INFORMATION IS RECEIVED.

Note: I have read the compliance statement of understanding and responsibilities of this request as well as the current CC&Rs and ARC PSGs.

Signature of owner: _____

Printed Name of owner: _____ Date: _____

Place your complete request form in the ARC drop box in clubhouse foyer. Thank You

Request for Change Form Revised May 2020

STONEYBROOK VILLAGE OWNERS ASSOCIATION

Architectural Review Committee

Compliance Statement of Understanding and Responsibilities

This approval is for design and compliance with the rules, regulations and guidelines of the Stoneybrook Village Association. It is not an approval of the structural integrity or compliance to any governing codes of agencies. It is the owner's responsibility to assure structural soundness, non-interference with property drainage, and compliance with all governing codes and agencies. The owner shall obtain all required approvals and permits prior to the start of construction.

In addition to all costs incurred by the Owner in completing this project, the Owner shall be responsible for any costs incurred by the Association as a result of the work performed on this project, including but not limited to additional expense incurred to obtain and/or record legal documents, conduct required inspections, and to perform maintenance required by the rules of the Association or any governmental agency.

The Owner shall be responsible for all damage to property, injury to persons, and loss, expense, and inconvenience that may be caused by, or result from, the work performed on this project, and from any act, omission, or neglect of the Owner and its contractors and agents.

The Owner shall indemnify, defend (with counsel approved by Association), and hold harmless the Association and its officers, directors, agents, and members from and against all liabilities, damages, losses, claims, expenses (including reasonable attorney fees), demands and actions of any nature whatsoever which arise out of, result from, or are related to (a) any damage, injury, loss, expense, or inconvenience resulting from work done on this project, (b) any accident or occurrence which happens or is alleged to have happened at the project site, (c) any lien filed upon the project or bond claim in connection with the work (whether the lien is filed against the Owner or the Association).

Architectural Review Committee Action:

Date Received: _____

Additional Information requested: _____

Date reviewed: _____

Request approved by ARC on: _____

Request disapproved by ARC on: _____ Reason: _____

Signature of ARC Chair: _____ Date: _____

Owner: A Project Completion Form () is () is not required upon completion of your project.
Place the completed form in the ARC Mailbox.

Additional action to be taken by owner, if any: _____

ARC Completion signature: _____

STONEYBROOK VILLAGE OWNERS ASSOCIATION
Architectural Review Committee

Review Committee
Project Completion Form

Owner's Name: _____ Date: _____

Street Address: _____

ARC Request Form for this work was dated

The work has been completed.

Signature of Owner: _____

Retain this form until your project is completed.
Upon completion, fill out the form, sign it, and
deposit it in the ARC Mailbox in the Clubhouse.