

HOA ARCHITECTURAL CHANGES & REVIEW APPLICATION

SYCAMORE PLACE HOA – WEST HAVEN

This form must be submitted with your request. If a request is submitted without this form and you have not answered the required information below as part of your request, it will delay the review process. Requests must be submitted at least a minimum of 72 hours before a project is scheduled to begin. No project can begin without written approval from the Association.

Approval from the management committee is required for the following projects:

- Any structural changes to the interior of the unit.
- Remodels in which electrical, plumbing, or any other utility lines will be altered.
- Any changes to windows, or doors.
- Repairs or remodels that will require any type of shut-off in order to complete.
- Please note that residents are not allowed to change anything exterior to the building or inside the common area.

To complete the form, please do the following:

1. Submit a detailed plan of the layout, dimensions, style, and size of proposed project to the Architectural Review Committee (the detailed plan should also include the layout of the house and any existing outbuildings as they currently sit on the property that is requesting a change). Include a list of proposed building materials and colors that are to be used. This plan must include completion date of the project.
2. Apply and pay for all necessary permits with the City & County and display permits as required.
3. Define how building materials will be handled.
 - a. Where will materials be stored?
 - b. How will they be stored (i.e. covered by a tarp?)
 - c. How long will the materials be stored in the proposed location?
4. Define how debris or refuse from the project will be handled.
 - a. How will the materials be disposed of (i.e. a dumpster? Hauled away in a trailer?)
 - b. Where will refuse be stored during the project?
 - c. How long will refuse remain on site?
 - d. If a dumpster is required, the size, location & duration of its use will need to be approved by the HOA board **prior** to it being delivered to the job site.
5. Neighboring property and homeowners must be notified of proposed work. If approval is given, local noise and activity ordinances must be followed. No work is allowed between 7:00 pm – 8:00 am.
6. Submit all of the above documentation to the Architectural Review Committee for review and approval. **No work can begin without approval from the HOA's Architectural Review Committee.**

Welch Randall Real Estate
5300 S Adams Ave Parkway #8
Ogden, UT 84405

Please send to: Jennie@welchrandall.com (ARC REVIEW should be in the subject line of the email, along with the property address where work will be done.)

NOTICE FROM HOMEOWNER'S ASSOCIATION & MANAGEMENT

Neither the board members, committee members, nor management are trained or licensed to provide the homeowner with professional advice regarding the physical condition of any property or regarding legal or tax matters. The association and management strongly recommend that in connection with any changes to the property, the homeowner retain the professionals to satisfy the homeowner as to any and all aspects of the physical and legal condition of the property. HOMEOWNER IS ADVISED TO NOT RELY ON THE ASSOCIATION, OR ON ANY AGENTS OF THE COMPANY/HOA, FOR A DETERMINATION REGARDING THE PHYSICAL OR LEGAL CONDITION OF THE PROPERTY, including, but not limited to, the condition of plumbing systems, electrical systems, moisture or other problems with the roof or foundation, sewer problems, the availability and location of utilities, the exact square footage or acreage of property, or location of property lines.

Projected Start Date: _____ Projected End Date: _____

Physical Address: _____ Lot #: _____

Homeowner's Signature: _____ Date: _____

Review & Approved: _____ Date: _____
(HOA's ARC Member/Representative)

Review & Denied: _____ Date: _____
(HOA's ARC Member/Representative)

Failure to follow the above review & application process, *may* result in fines, removal of the unapproved project at the homeowner's expense, as well as a cease & desist order.