



Architectural Application For Improvements

The Waverly Station HOA has Covenants, Conditions, and Restrictions (CC&R's) that govern the mutual interests and property values of all owners. As a HOA member, you are obligated to comply with all governing documents of the community, including Rules & Regulations and policies adopted by the HOA Board of Directors.

The Architectural Control Committee (ACC) must approve any and all exterior improvements and changes and certain interior improvements and changes (including; landscaping, hard surface, building modifications, building penetrations, etc) prior to beginning work. Any work completed without ACC approval may result in conditions, changes, financial penalties, or removal of work. All construction must comply with local, state, and federal building regulations. Compliance and permits are in addition to the HOA process and are the responsibility of the homeowner.

A complete plan requires all of the elements that you want to construct, install, and/or modify. You will have greater success in having your plan approved in one review if you provide a very detailed, specific plan. A complete plan should include materials, colors, dimensions, placement, etc.

HOMEOWNER INFORMATION

DATE: _____

Owner's Name:	Property Address:
Project Start Date:	Telephone:
Project Completion Date:	Email:

DESCRIPTION OF PROPOSED IMPROVEMENTS:

☐ Check if attaching additional comments or notes

Project Schedule: The project will be performed by: ☐ Contractor Name of Company: _____
Approximate time needed to complete project, ☐ Homeowner
subsequent to Board approval: _____

Please attach the following information: (Proposal from Contractor if applicable, including exact dimensions of project to scale, color sample of material and any other specifications necessary.)

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I, the homeowner, hereby acknowledge that I have read and understand the Waverly Station CCR's and Rules and Regulations set forth by the Board. I understand that if this request is approved, I will be fully responsible for obtaining any permits necessary for my modifications. I also agree to comply with all applicable building codes, requirements, etc., as well as any special requirements from other government agencies. I acknowledge that construction may not start until an approved copy of this request is returned to me. I further agree that if the improvement requested is not constructed exactly as it has been approved, this request may be withdrawn and the unit owner may be required to return the modified area to its original state.

In addition, I hereby agree to indemnify and hold harmless the Waverly Station Association against any expenses incurred in connection with constructing, maintaining and repairing the above-referenced improvements and I further agree that any expenses not so paid may be assessed against the property. Additionally I agree to assume the defense should any litigation or any other claims arise out of these proposed improvements.

X _____
Homeowner

X _____
Homeowner

Date

For Board Use Only

ACTION TAKEN BY ARCHITECTURAL COMMITTEE

- ☐ **Approved** (Request submitted is approved)
- ☐ **Approved as Noted** (Request submitted is conditionally approved subject to noted conditions)
- ☐ **Not Approved, Additional information needed** (Re-submit application with additional information or acceptable revisions. No work may commence until application received final approval)
- ☐ **Not Approved** (The entire request is not approved and no work may commence)
- ☐ **Not Approved due to incomplete application** (Application is incomplete and may not be submitted to the ARC Committee.)

COMMENTS

Sign: _____

Board of Directors Representative

Date: _____

Submit ARC Form to:
Welch Randall PM
5300 S Adams Ave Ste 8
Ogden, UT 84405
Email:
jen@welchrandall.com &
brad@welchrandall.com