

CRYSTALBROOK HOA ARCHITECTURAL REQUEST APPLICATION (ARC)

Anticipated Start Date of Project: _____

Homeowner's Name: _____

Property Address: _____

Email: _____ Homeowner's Daytime Phone: _____

Description of proposed improvement(s): _____

NEIGHBOR ADVISEMENT: It has been determined that it is in the best interest of all parties to advise your neighbors of any proposed improvements to your property, and you have your adjacent neighbors sign where indicated.

Neighbor Signatures

Address

Objections or Acceptance

1) _____

2) _____

3) _____

NOTE: 'Objections' by neighbors does not mean disapproval of the request. Objections will be reviewed by the Architectural Review Committee and the HOA Board.

SUBMITTAL: More information will help the Board and ARC committee to better understand your project. In addition to this application form, please include the following on a separate piece(s) of paper:

- a) Description of the improvement. More information you provide, the more informed decision we can make.
- b) Detailed location of the improvement.
- c) Name of materials to be used, and color of the materials, and product number if necessary.
- d) Detailed drawing of improvements.
- e) Name of person/contractor doing the work. Must include the Contractor's CCB license number, Business name, and proof of Insurance listing the Association as an additional insured.
- f) If NOT using a licensed contractor (and instead uses a brother-in-law, friend, colleague, etc), homeowner must sign off and date this form, relinquishing any and all liability to the HOA, the Board or members, the ARC committee or members, and Property Management company, for any and all damages and accidents (medical or damages to properties).
- g) The Association reserves the right to see a copy of all work invoices if actual work done is in question.
- h) This agreement, if approved, shall be valid for 6 months subsequent to the approval date. If the work does not get completed within 6 months of the approval date, a new ARC Request form must be submitted.

PLEASE SUBMIT BOTH PAGES OF FORM, AND ALL MATERIALS IN ONE OF THE FOLLOWING WAYS:

- Email to: info@capartners.net
- Fax to: 503-546-3401
- Mail to: CA Partners, PO Box 2429, Beaverton, OR 97075

Please double check that both pages of the forms and all other materials are provided. This will insure a quicker response from the Board.

I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me or my contractor/independent worker, until I have received written approval from Crystalbrook HOA.
2. All work will be done at my expense, and all future upkeep will remain my expense.
3. All work will be done expeditiously once commenced, and will be done in a good workman-like manner by myself, my contractor, or independent worker.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other owners and tenants.
5. I assume all liability, and will be responsible for all damage and/or injury which may result from performance of this work. I also relinquish any and all liability to the HOA, the Board or members, the ARC committee or members, and the HOA’s Property Management company and employees, for any / all damages, and accidents (medical injuries and/or damages to any properties). I will also be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
6. I will be responsible for and will comply with all applicable federal, state and local laws, codes, regulations, and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work.

Please sign below, indicating your understanding and agreement.

IMPORTANT: If homeowner chooses NOT to use a licensed contractor (but instead, an **independent contractor** such as a brother-in-law, friend, colleague, etc), by signing and dating below, homeowner relinquishing any and all liability and burden to the HOA, the Board members, the ARC committee members, and HOA Property Management company, for any and all damages, costs and/or accidents (medical or damages to properties, people). The soul responsibility for the project lays completely on the homeowner whether using a Licensed contractor or independent contractor.

Owner’s signature: _____ ARC Submittal Date: _____

Contractor name: _____ Business name: _____

Phone/cell #: _____ License #: _____ Proof of Insurance (attached): Yes? No?

OR: Independent contractor name: _____ Phone: _____

FINAL NOTE: The ARC committee and HOA Board review each request. Please allow adequate processing time. Some projects may require investigation. Submit both ARC form pages (pg. 1 & 2) and all supporting documents to insure the fastest response. Thank you. We will process your ARC request as soon as possible.

Crystalbrook Board and ARC Review Committee

Please double check that both pages of the forms and all other materials are provided. This will insure a quicker response from the Board.

(For internal Board/ARC/Property Management use only.)

ARCHITECTURAL APPROVAL / DENIAL BY THE BOARD:

Approved as requested: _____ Pending – more information needed: _____

Approved with conditions: _____ Denied: _____

Additional HOA Board and/or ARC Committee notes:
