



ARCHITECTURAL APPLICATION (ARC)

Owner's Name: _____ Daytime Telephone #: _____

Property Street Address: _____

E-mail: _____ Planned Start Date: _____

Provide a description of the proposed improvement(s).

1. Location of the improvement (Front yard, rear or side).
2. Materials to be used and color of materials. (Manufacturers name and model number is helpful evaluating garage door and other prefinished materials)
3. Detailed drawing of improvements. (Include location on lot or elevations if side of building is modified)
4. Attach additional pages, photos, brochures and other documentation to application as needed.
5. If you are not personally performing the work, provide Contractor's name and valid CCB license number must be provided prior to commencing work. Proof of insurance listing the Association as an additional insured is recommended.

I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from Four Seasons authorized agent (AMS) Association Management Services.
2. All work will be done at my expense and all future upkeep will remain my expense.
3. All work will be completed promptly using good workmanship by myself or contractor.
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.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
7. I will be responsible for complying with, 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.
8. Sign and date this page and include the \$35 application fee.

Signature: _____ ARC Submittal Date: _____

(See back side for electronic and US Mail delivery options)

ARCHITECTURAL APPLICATION DELIVERY OPTIONS

The ARC Committee or Board needs to review each request. Please allow adequate processing time.

Submit this form one of the following ways:

Email: To Alex Carrizales, fourseasons@ams-nw.com

Submit via AMS Account Portal: www.ams-nw.com/portal

USPS: AMS | Association Management Services NW
15350 SW Sequoia Parkway, Suite 200; Portland, OR 97224

Fax: 503-598-0554

Hand Deliver: You may deliver this completed form, along with drawings, to:

Association Management Services NW
15350 SW Sequoia Parkway, Suite 200
Portland OR 97224.

In order to process your request, please make sure that you include an application processing fee of \$35 payable to Association Management Services NW. Thank you.