

**ARCHITECTURAL APPLICATION**

Please fill in the information below as completely as possible. Thank you.

Association Name: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Daytime Telephone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Provide a description of the proposed improvement(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Anticipated Start Date:** \_\_\_\_\_

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

**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 request that you have your adjacent neighbors sign where indicated.

<i>Neighbor Signatures</i>	<i>Address</i>	<i>Objections</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Objections by neighbors do not mean disapproval of the request. Objections will be reviewed by the Architectural Review Committee or Board.**

**SUBMITTAL:** In additional to the application form, please include the following:

1. Description of the improvement.
2. Location of the improvement.
3. Materials to be used and color of materials.
4. Detailed drawing of improvements.
5. Name of person/contractor doing the work, including the Contractor's CCD license number, and proof of insurance listing the association as an additional insured.
6. HOA reserves the right to see a copy of all work invoices to determine the actual construction done.

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 the association.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by myself or a contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.
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.

Please email or mail to: **Arbor Terrace HOA**  
C/o CENTURY 21 Northstar  
7800 SW Barbur BLVD, Suite 1A  
Portland, OR 97219  
HOA.Clients@Century21.com; Board@ArborTerrace.org

ARCHITECTURAL APPROVAL REQUEST

Approved as presented: \_\_\_\_\_ Approved with Conditions: \_\_\_\_\_

Deferred Pending Additional Info: \_\_\_\_\_ Denied: \_\_\_\_\_

Comments: \_\_\_\_\_