

Architectural and Landscaping improvement Request

Please complete and include Exhibit A, Exhibit B, Exhibit C, and two (2) sets of your proposed improvement plans to:

Avalon Village HOA
PO Box 22023
Eugene, OR 97402

Or email:

avhoaquestions@gmail.com

Homeowner Name: _____

Address: _____

Phone: _____

Lot #: _____ Date: _____ Proposed Start Date: _____

Anticipated Completion Date: _____

Name of Contractor (if Applicable): _____

Contractor's License #: _____

Homeowner's Signature: _____

Please include the following with your request:

1. Description of Improvement/Landscaping
2. Location of improvement to unit and dimensions
3. Complete dimensions of proposed improvement
4. Measurements of improvement in relationship to unit and neighboring unit(s)
5. Description of materials and color scheme
6. Two (2) sets of plans with signatures from adjacent and facing neighbors
7. Signed Copy of conditions for approval and disclaimer attachment

Architectural Review Board Member: _____

Date: _____

Approved

Approved with the following conditions: _____

Denied

Exhibit "A"

Conditions of Approval and Disclaimer

Unless specifically agreed otherwise in writing by the Board of Directors, approval of the submitted plans is expressly conditioned upon the owner agreeing to assume the cost for any additional maintenance directly or indirectly caused by the proposed modification(s), addition(s), or improvement(s).

During the approval process, the ARB may require that its architect, landscape consultant, attorney, contractor, etc., review the proposed plans. SUCH REVIEW(S) ARE VERY LIMITED IN SCOPE AND MAY NOT BE RELIED UPON BY THE OWNER TO ENSURE CORRECTIVES OF PLANS FROM EITHER A LEGAL, ARCHITECTURAL, STRUCTURAL, ENGINEERING, LANDSCAPING, ETC., STANDPOINT.

The applicant FURTHER AGREES AND REPRESENTS that, as condition of submittal, they have independently reviewed and confirmed that the proposed plans are correct from a legal, structural, architectural, engineering, and/or landscaping standpoint and will not in any way, other than that which has been disclosed in the application, negatively impact the Association or cause damage or additional maintenance to the publicly maintained land or property.

The applicant FURTHER AGREES AND REPRESENTS that the application has complied with all applicable Federal, State, County, and City laws and ordinances and has obtained all necessary permits in the connection with the proposed plans. Applicant further agrees to send copies of all permits to the ARB prior to the actual implementation of the proposed plans.

PLEASE NOTE THAT APPROVAL OF THE PROPOSED PLANS BY THE ASSOCIATION DOES NOT CHANGE OR ABROGATE THE APPLICANT'S OBLIGATION TO OBTAIN ALL NECESSARY PERMITS AND/OR COMPLY WITH ALL APPLICABLE GOVERNMENT REGULATIONS.

Dated: _____ Accepted By: _____

Applicants Name: _____

Exhibit "B"
Facing and Adjacent Neighbor Statement

Applicant's Name: _____

Applicant's Address: _____

Phone Number: _____

This is intended to advise your neighbors who own property adjacent to your lot/property line of the improvements you plan to make. This includes side, rear, and the possibility of front, or across-the-street neighbors. Have each of your neighbors sign the plans and on the corresponding spaces, in accordance with the diagram below.

NOTE: Neighbors A & B must sign all applications. If the improvement is in your backyard, neighbors C, D, and E must also sign. If the improvement is in the front yard, neighbors F, G, and H must also sign. If no neighbors exist, or there is a vacant lot, please specify "No Neighbors" or "Vacant Lot" or "Not Applicable (NA)". Failure to have this section completed will delay your application.

C	D	E
A	Your Home	6
Your Street		
F	G	H

Attention Neighbors: If you don't agree with the improvement, please feel free to circle "NO". You will be requested to attend a hearing with the Architectural Review Board to express your concerns. Failure to attend will constitute your consent.

Architectural Review Board Member: _____

Date: _____

___ Inspection Approved

___ Inspection Approved with the following conditions: _____

___ Disapproved to the following conditions: _____

Neighbor	Print name and Signature	Lot # or Address	Approve	Disapprove
A				
B				
C				
D				
E				
F				
G				
H				

“EXHIBIT C”
Notice of Completion

Upon completion of improvements mail to:

Avalon Village HOA
PO Box 22023
Eugene, OR 97402

Or email:

avhoaquestions@gmail.com

Notice is hereby given that the undersigned is the Owner of the property located at:

Address _____

City: _____ State: _____ Zip: _____

The work of improvement on the described property was completed on: _____

Homeowner Name (Printed): _____

Homeowner Signature: _____ Date: _____