



4-18-2017
Brass Key Property Management
115 Riverside Ave.
Fort Collins, CO 80524
www.brasskey.biz
970-224-9134

Architectural Review Request Form - GENERAL FORM

This form is to be used for Architectural Review Request Projects of a GENERAL nature relating to changes to the exteriors of your structures and changes to your lot that are not covered in the New Residence and Detached Building project form, or the Landscaping & Fencing project forms. Examples of these projects are: Exterior Structure Painting, Addition of Pathways, Addition of Fountains, Construction of a Pergola, etc. If you are not certain whether a project needs to be submitted to the Architectural Review Committee, please call the Property Manager at the Property Management number shown above.

Pursuant to the Declaration of Covenants, Rules, Regulations, Guidelines and the Board of Directors' Resolution regarding architectural control, I/we submit the following application:

Homeowner's Name: _____ Phone Number _____

Block No. _____ Lot No. _____ Address: _____

E-Mail Address: _____

Submit one digital copy of the Plans. Project start Date _____ Projected Completion Date _____
(Electronic copies are preferred since they can easily be enlarged by reviewers. For example, pdf or .jpg files work well.)

Projects that do not need to be submitted for approval by the ARC:

Projects that are maintenance in nature generally do not need to be approved in advance. Some examples are: replacing or repairing: sidewalks, decks, trim, fencing, gates, landscaping, and landscaping rock and mulch as long as they match the initial materials and colors.

Project Requirements (example projects):

Exterior painting: **IN AN EXISTING HOME IT IS NOT NECESSARY TO SUBMIT COLOR SAMPLES IF THE HOME WILL BE REPAINTED USING THE SAME COLORS APPROVED EARLIER.**

For exterior painting that includes new colors, submit samples of the primary body house color, trim color and accent colors. It is recommended that you purchase sample bottles of paint and apply the paint to siding or trim material that will be six square feet in size that contains each color. It is recommended that this is done on the structure, or similar material that can be viewed from the street so that you and the committee can review from the road. (Small samples swatches are often misleading as to the actual color after paint has been applied to the structure.) List all paint colors with manufacturer names and color numbers. Be consistent with Baldrige HOA References on color shown on Page 3 of this form.

Pathways: Submit lot plan showing location of the pathway. Include path material, and dimensions of the path.

Concrete Pads: Submit reason for pad, a lot plan showing location, and dimensions of the pad.

Fountains: Submit a photo or sketch of fountain with rough dimensions and a lot plan showing location.

NATURE OF THE PROJECT:

Additional comments:

I understand that under the Covenants and Rules, Regulations and Guidelines, the Committee will act on this request and provide me with a written response of their decision. 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. All work will be done at my expense, and all future upkeep and maintenance will be remained at my expense.
2. All work will be done expeditiously once commenced and will be done in good a workmanlike manner by myself or a contractor.
3. All work will be performed at a time and in a manner to minimize interference and inconvenience to other home owners of the Association.
4. No trash or debris from the project will be placed on property belonging to other home owners or on Association Common Property.
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 to this project.
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. I understand and agree that the Homeowners Association, its Board of Directors, its agent(s), and the Architectural Review Committee have no responsibility with respect to such compliance and the Board of Director's or its designated Architectural Review Committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.
8. The contractor name and contact number is (if applicable): _____

9. In the event of approval, I will complete the project within six (6) months, and I will notify the Property Management Association in writing when the work is completed so that an inspection can be made to ensure this project conforms to what was approved.
10. If approved, work would start on or about _____ days after approval and would require approximately _____ days to be completed.

Submitted by: _____ Date _____
(Homeowner or Contractor's signature)

Approved by: _____ Date _____
(Baldrige HOA Architectural Review Committee)

Modification(s) Requested by ARC _____

Resubmitted by: _____ Date _____
(Homeowner or Contractor's signature)

Approved by: _____ Date _____
(Baldrige Architectural Review Committee)

References from Baldrige HOA Documents /Regarding Exterior Painting:

1. "Color. All Residences and other structures constructed on any Lot shall be as approved by the Architectural Control Committee"

(ARTICLE X - ARCHITECTURAL CONTROL, Section 11: Color. of the DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS FOR BALDRIDGE SUBDIVISION, SECOND FILING dated 07/24/2001)

2. "Color. All Residences and other structures constructed on any Lot shall be *a neutral pastel earth tone color and must have prior approval* by the Architectural Control Committee"

(**Amendment 1** - ARTICLE X - ARCHITECTURAL CONTROL, Section 11: Color. of the DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS FOR BALDRIDGE SUBDIVISION, SECOND FILING dated 07/01/2003)

IN AN EXISTING HOME IT IS NOT NECESSARY TO SUBMIT COLOR SAMPLES IF THE HOME WILL BE REPAINTED USING THE SAME COLORS APPROVED AT AN EARLIER DATE.

PROJECTS THAT ARE MAINTENANCE IN NATURE GENERALLY DO NOT NEED TO BE APPROVED IN ADVANCE. SOME EXAMPLES ARE: REPLACING OR REPAIRING SIDEWALKS, DECKS, TRIM, FENCING, GATES, LANDSCAPE CURBING, AND LANDSCAPE ROCK AND MULCH AS LONG AS THEY MATCH THE INITIAL MATERIALS AND COLORS.