

**Architectural Review Committee (ARC)
REQUEST FOR CHANGE FORM**

In accordance with the Stoneybrook *Covenants, Conditions, and Restrictions (CC&Rs)* and the *ARC Procedures, Standards, and Guidelines (PS&Gs)*, I hereby apply for written approval to make the following external changes, improvements, or alterations to my property in Stoneybrook Village:

Owner's name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Description of proposed change (add more pages as needed):

Have you discussed the changes with contiguous owners? Yes _____ No _____

Proposed start date: _____ Estimated completion date: _____

The following information ***must be attached*** (based upon the scope of your project):

- Plat boundaries and dimensions
- Fence or screen drawings with placement diagrams
- Landscape diagram with plant names
- Exterior color, including paint chips and color names; shingle name; stain type and name; etc.
- Any additional information relevant for ARC to evaluate and understand this request

Please be aware:

- **If the information you provide does not allow for a complete understanding of the work to be done, ARC will inform you, and the request will be held until additional information is received.**
- **ARC will approve or disapprove the proposed change within 30 business days after receiving *all* the necessary information.**

Formal submission: I have read 1) "Compliance Statement of Understanding and Responsibilities" (see next page), 2) the current Stoneybrook CC&Rs, and 3) the current ARC PS&Gs (see SVOA website for current versions).

Signature of owner: _____

Name of owner: _____ Date of initial submission: _____

***Place your completed and signed form (first two pages) in the ARC mailbox in the clubhouse.
Please do not email form to any ARC member. Thank you.***

Architectural Review Committee

COMPLIANCE STATEMENT OF UNDERSTANDING AND RESPONSIBILITIES

This approval is for design and compliance with the rules, regulations, and guidelines of the Stoneybrook Village Owners Association. It is not an approval of the structural integrity or compliance to any governing codes of agencies. It is the Owner’s responsibility to assure structural soundness, non-interference with property drainage, and compliance with all governing codes, regulations, and agencies. The Owner shall obtain all required approvals and permits prior to the start of construction. A building or other permit from the City of Corvallis may be required, but this requirement is in addition to ARC approval. No project may begin without written ARC approval and the approved project may not be modified without written ARC approval.

In addition to all costs incurred by the Owner in completing this project, the Owner shall be responsible for any costs incurred by the Association as a result of the work performed on this project, including but not limited to additional expense incurred to obtain and/or record legal documents, conduct required inspections, and to perform maintenance required by the rules of the Association or any governmental agency. The Owner shall be responsible for all damage to property, injury to persons, and loss, expense, and inconvenience that may be caused by, or result from, the work performed on this project, and from any act, omission, or neglect of the Owner and his or her contractors and agents.

The Owner shall indemnify, defend (with counsel approved by the Association), and hold harmless the Association and its officers, directors, agents, and members from and against all liabilities, damages, losses, claims, expenses (including reasonable attorney fees), demands and actions of any nature whatsoever which arise out of, result from, or are related to, (a) any damage, injury, loss, expense, or inconvenience resulting from work done on this project, (b) any accident or occurrence which happens or is alleged to have happened at the project site, and (c) any lien filed upon the project or bond claim in connection with the work (whether the lien is filed against the Owner or the Association).

Architectural Review Committee Action:

Date Request for Change received and determined by ARC as Complete: _____

Amendments/Changes: _____

Date reviewed by Project Contacts: _____

Request approved by ARC on: _____

Request disapproved by ARC on: _____ Reason: _____

Signature of ARC Chair: _____ Date: _____

Complete and place the Project Completion Form (page 3) in the ARC mailbox in the clubhouse once the project is finished.

Additional action to be taken by Owner, if any: _____

Date Project Completed as Approved: _____

Signature of ARC Chair: _____

**Architectural Review Committee
PROJECT COMPLETION FORM**

Retain this form until your project is fully completed. Upon project completion, fill in this form, sign it, and place it in the ARC mailbox in the clubhouse. Thank you.

Owner's name: _____ Date: _____

Street address: _____

Specify what work was Completed: _____

Date of ARC Request for Change Form for this work: _____

I certify that the work has been completed.

Signature of Owner:

_____ Date: _____

Owner Comments: