



# COMMUNITY ASSOCIATION (HOA) ARCHITECTURAL APPLICATION FORM

## **PROCEDURE**

### **1. Collect the Following Documents**

- a. Bids, Plans, Drawings, Photos, and/or Specifications showing the location, nature, kind, shape, height, and materials, including the color and any other requirements set forth herein (“Plans and Specifications”), clearly showing all proposed modifications
- b. Floor plans, if you are requesting to remove or move a wall, or change flooring material
- c. Description of materials and colors and material samples
- d. A proposed construction schedule (including proposed start and completion dates)
- e. Certificates of Insurance (COI) of the Contractor(s), including exclusions and proof of valid worker's compensation insurance.
- f. Permits and licenses, if applicable

### **2. Fill out this *Architectural Application Form***

### **3. Submit this *Architectural Application Form* and Send Plan Documents to your Architectural Committee**

- a. Submit Online:
  - Login: [www.bluehorizonmanagement.com/login](http://www.bluehorizonmanagement.com/login)
  - In your HOA Online Portal, go to the Compliance tab, and submit your application
  - You will be able to track the status of your application, communicate with Management, and upload any further requested documents on the Online Portal

### **4. Wait for an Architectural Review Approval Letter Before Starting Work**

- a. Approval/Denial processing can take up to 30 Days
- b. Clear all contingencies before project commencement

### **5. If Approved (and you meet all Contingencies), Start Your Work**

- a. IMPORTANT: Take photos throughout the project (before, during, and after)

### **6. When Work is Complete, Notify Management of Completion**

- a. Submit Online:
  - Login: [www.bluehorizonmanagement.com/login](http://www.bluehorizonmanagement.com/login)
  - In your HOA Online Portal, go to the Compliance tab, and click on your project
  - In the message thread, please let us know you completed the work and upload a photo of the finished project



**HOMEOWNER INFORMATION**

Community (HOA) Name: \_\_\_\_\_

Unit Address Within HOA: \_\_\_\_\_

Applicant/Homeowner Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**PROJECT LOGISTICS**

Projected Start Date: _____	Contractor Name: _____
Projected End Date: _____	Contractor Phone #: _____

**ARCHITECTURAL IMPROVEMENTS**

Describe the proposed project in detail:



### **NEIGHBOR CONSENT & IMPACT**

Describe how this project may impact neighbors during and after construction (noise, sightlines, etc.):

If this project impacts your neighbors during or after construction (noise, sightlines, etc.), you must receive neighbor consent to proceed. Please receive consent from each adjoining neighbor by either signatures below or attaching their e-mailed approval (emails must contain their address and name).

<b>Neighbor Unit Address</b>	<b>Neighbor Name</b>	<b>Signature</b>
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.

### **ACKNOWLEDGMENTS & REQUIREMENTS**

1. I have received consent from my adjoining neighbors to proceed with this project (if there are neighbor impacts).
2. I confirm that this modification is following the design guidelines in the CC&Rs.
3. I will abide by construction hours of 8am-5pm, Monday-Friday, unless work noise is fully contained within my unit.
4. I understand that the proposed Improvements may require a permit from the City/County Building Department or other government agencies, and I will obtain all required permits before beginning any work.
5. I agree I will do no work that will change the existing drainage patterns. I am aware that any changes in the existing drainage pattern may result in substantial damage to adjacent properties, for which I will be held responsible.
6. I assume the responsibility for any work, including conformity of completed Improvements to the Plans and Specifications as approved by the Board or, if appointed, the Architectural Committee and the satisfaction of any time limitations for their completion as may be specified in conjunction with such approval under the above-proposed modifications/Improvements.
7. I agree that (i) all work will be done expeditiously and in a proper, skillful manner, (ii) the impacted common areas must be cleaned daily, and (iii) work materials must not be stored in the common area.
8. I assume full responsibility for any work and that my contractor or I complete, which may, in the future, adversely affect adjacent properties or common areas.
9. I will strive to hire contractors for this project that have all the following: (i) valid liability insurance, (ii) valid worker's compensation insurance, and (iii) valid contractor's license. Each insurance policy must carry coverage for at least \$1,000,000 per occurrence.
10. I will assume responsibility for all future maintenance of this modification, addition, Improvement, or landscaping.
11. I agree that if this application is approved, the approval is related solely to the items reserved for approval by the CC&Rs following the design guidelines. The approval does not extend to the quality of the work done by the architect or contractor, or to any structural engineering, soils engineering, or site grading.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_