

Bay Club Architectural Control Committee (ACC) Request Form

1. Submission Instructions & Guidelines

Before planning your project, please review the *Bay Club Remodel and Alteration Guidelines* and specific project policies published on the HOA website. These documents outline when ACC approval is needed and when permits are required from the Town of Frisco or Summit County.

- **How to Apply:** Complete your contact information, check all applicable request types, and provide the required details specified in Section 4 and 5.
- **Submission Package:** Submit this form along with all supporting pages, files, and Town/County permits as a single package.
- **Where to Send:** Email your completed package directly to the HOA Administrator at **AZangari@srgsummit.com**.
- **Important Notice:** Submitting this request to anyone other than the HOA management company at the email address above does not constitute a valid submission.
- **Timeline:** You will receive an email confirming receipt. An official acknowledgement of your request will be issued within 30 days. The ACC may require a site visit to review the project with you.
- **Approval Requirement:** ACC review and approval are mandatory for any changes to current exterior components, structural modifications, or interior flooring. **No work may begin without written ACC approval.** Work started without approval is done at the homeowner's risk and may be subject to removal.
- **Post-Project Review:** The ACC will review all completed changes to ensure compliance and to verify that the quality and appearance match the community standards. All final permits must be submitted to the Board of Directors (BOD).

2. Homeowner & Project Information

Homeowner Name(s): _____ Date: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email Address: _____

Proposed Start Date: _____ Proposed Finish Date: _____

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3. Request Type

Please check all boxes that apply and provide a detailed description in your submission package.

- ☐ Window / Exterior Door Replacement
- ☐ Deck / Patio Amenities
- ☐ Outside Lighting
- ☐ Interior Flooring Replacement
- ☐ Structural Changes
- ☐ Other Outside Amenities
- ☐ Other

4. Required Information per Request Type

Request Type	Details to Provide
Window / Exterior Door Replacement	• Review the <i>Window and Exterior Door Replacement Policy</i> on the website. All replacements must adhere to this policy. • Provide design documents, technical specifications, and installer insurance. • List the manufacturer, make/model, material, exterior frame color, exterior trim style, and installer contact info. • Note: Window replacements require a building permit from the Town of Frisco and/or Summit County.
Deck and Patio amenities	• Provide a full description of any non-portable additions (e.g., permanent heaters, built-in lights). • Include the purpose of the addition, manufacturer, color, and dimensions.
Outside Lighting	• State the reason for adding the exterior lights. • Provide the lighting design, photos of the area, and an elevation drawing showing proposed positions and illumination levels.
OTHER Outside Amenities	• State the reason for adding the amenity. • Provide colors, material types, dimensions, photos of the area, and a topographical plot or street drawing showing the location.
Interior Flooring replacement	• Review the <i>Bay Club Flooring Policy</i> on the website for pre-approved materials. • Provide the flooring type, manufacturer, product name, and STC/IIC (Sound Transmission Class) ratings for both the flooring and underlayment/padding. • Specify rooms to be floored and provide installer contact info, installer insurance, and project dates.
Structural Changes	• Includes wall modifications, wall removals, or kitchen layout changes (such as adding/altering islands). • Provide detailed design documents, structural reasons for the change, installer information, and installer insurance. • Note: This work typically requires building permits from the Town of Frisco.

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5. Project Details & Scope of Work

Please use the space below to provide a comprehensive description of your project. If you are applying for structural changes, flooring, or windows, ensure you attach the required manufacturer specs, engineering documents, and contractor insurance certificates as separate files. Please submit additional pages as needed.

Detailed Description of Proposed Work:

Materials, Colors, and Finishes to be Used:

Contractor / Installer Information:

- **Company Name:** _____
- **Contact Person:** _____
- **Phone Number:** _____ **Email:** _____

Attached Supporting Documents (Check all that apply):

- ☐ Contractor Liability Insurance Certificate (Mandatory)
- ☐ Manufacturer Specifications / Product Brochures
- ☐ Design Sketches / Elevation Drawings / Site Map
- ☐ Town of Frisco / Summit County Building Permits
- ☐ Sound Transmission (STC/IIC) Ratings (*Flooring requests only*)

6. Acknowledgments and Legal Provisions

By submitting this request, the homeowner acknowledges and agrees to the following terms:

1. **Written Approval Required:** No work described in this request shall commence until written approval from the ACC has been received.
2. **Design Compliance:** The homeowner warrants that the requested changes conform to the community design and will be built exactly as approved.

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3. **Code and Law Compliance:** The homeowner agrees to comply with all building codes, rules, regulations, ordinances, and laws of public authorities having jurisdiction, solely at their own expense.
4. **Conditional Approvals:** If conditional approval is granted, the homeowner is strictly bound by all written stipulations set forth by the ACC.
5. **Project Timeline:** Work must be completed by the proposed completion date or a reasonable deadline set by the ACC. All requests must be fully completed within one (1) calendar year of ACC approval unless an extension is granted due to documented, unavoidable delays.
6. **Extraordinary Costs:** The homeowner may be held responsible for any extraordinary processing costs incurred by the ACC or HOA during the review of this request.
7. **Debris Disposal:** Contractors and installers are strictly prohibited from disposing of construction waste, old materials, or debris in on-site community dumpsters.
8. **Permit Inquiries:** The homeowner is responsible for contacting the Town of Frisco and Summit County government agencies regarding required building permits before altering the property. All approved permits must be submitted to the BOD.
9. **Common Area Restrictions:** ACC approval does not authorize access to, or modification of, any HOA common areas unless explicitly stated in the written approval.
10. **Liability Disclaimer:** ACC APPROVAL IS NOT A CERTIFICATION THAT THE ALTERATION COMPLIES WITH GOVERNMENTAL BUILDING CODES, SAFETY REGULATIONS, OR SOUND BUILDING PRACTICES.

7. Window and Door Replacement Liability Waiver

Required only for window and exterior door replacement requests.

I, _____, agree that neither the Bay Club at Frisco HOA, its Board of Directors, nor Summit Resort Group Property Management are responsible for the window/door product, its installation, or any subsequent damage to my unit.

I further understand that I am solely responsible for any damage caused to the common areas or building exterior during installation, and I am responsible for restoring the exterior of the building to its pre-installation condition and appearance.

8. Master Application Signature Block

MANDATORY FOR ALL REQUESTS. This signature applies to the entire application, including all general rules, terms, conditions, and legal acknowledgments outlined in Section 6 and 7.

I hereby certify that the information provided in this application is true and correct, and I agree to abide by the terms, timelines, and guidelines set forth by the Bay Club at Frisco ACC and BOD.

Name: _____ Unit Number: _____

Signature: _____ Date: _____