

## Bay Club Architectural Review Committee Request Form

**Instructions:** Complete contact information, check the requests that apply, and provide required details as specified on page 2. Submit with additional pages/files to describe your project in one package to HOA Administrator via email to DBorel@srgsummit.com.

**NOTE:** Submission of your request to anyone other than the HOA management company at the above email address does not constitute a valid submission. If submitted via email, you will receive a confirmation of receipt. The ARC shall decide all requests for approval within 45 days of confirmation of receipt of complete submission of all plans, specifications, and other materials and information which the committee may require. If the ARC fails to approve or disapprove any request within that period, the approval shall not be required (Article V.3 of the Bay Club Declarations). ARC may require site visits to discuss/review project with homeowner.

**General Notes:**

- Any change of current exterior components, interior flooring and interior structural changes are subject to ARC review and approval
- No work may begin on these components without ARC approval. Failure to get ARC approval will be at the homeowner’s risk and subject to removal.
- All approved changes will be subject to review upon completion by the ARC to ensure compliance with the approval and that the quality and look match the rest of the community.

Homeowner Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed Finish Date: \_\_\_\_\_

### REQUEST TYPE

(Check request type and provide detailed description)

	<b>Window Replacement</b>	
	<b>Deck/Patio Floor Coverings</b>	
	<b>Interior Flooring Replacements</b>	
	<b>Interior Structural Changes</b>	
	<b>Other</b>	

## Bay Club Architectural Review Committee Request Form

Detailed Description (refer to information below for details required per request type and attach additional pages/files as necessary):

### REQUIRED INFORMATION PER REQUEST TYPE

Request Type	Details to Provide
Window Replacement	All replacement windows must be of the same material, profile, color as existing windows. Provide window brand, type, and color with website links, and photos of replacement windows. Supply shop drawings of each specific replacement window to show exact match to the windows being replaced, color sample to match existing colors, similar configuration of operable vs. non-operable panels, and a profile in either drawing or actual sample. Be advised all window replacements require the acquisition of a building permit from the Town of Frisco and/or Summit County.
Deck/Patio Floor Coverings	Must be approved by the ARC to avoid improper water drainage.
Interior Structural Changes	Any wall modifications, wall removal and any changes to the kitchen layout including island additions and changes, etc., which require a permit per the Bay Club Remodel and Alterations Guidelines. To submit a request for alteration of the building, you must submit two paper copies of the building alteration plans, and one digital version of the PDF files submitted on a thumb drive. If there are structural changes, the plans must have a licensed structural engineer's stamp.
Interior Flooring replacement	The only acceptable interior replacements for flooring are carpet and pad in all areas initially carpeted in the original construction. Hard surface flooring except in the kitchen, bathrooms and entry hall is prohibited. Provide manufacturer, STC and CTC sound transmission specifications based on the substrate conditions of the Bay Club structure (3/4" plywood with 3/4" gypcrete topping)

Bay Club Architectural Review Committee  
Request Form

**By submitting this request, the homeowner acknowledges that they have read and agreed to the following provisions:**

1. Homeowner understands and agrees that no work described herein shall commence until written approval from the ARC has been received.
2. Homeowner represents and warrants that the requested change(s) conform to the community design and that the requested changes shall be made in accordance with the approved request.
3. Homeowner agrees to comply with all codes, rules, regulations, ordinances, laws, and other requirements of any legally constituted public authority having jurisdiction over the property and agrees to do so solely at their own expense.
4. In instances where conditional approval is granted, the homeowner is bound by, and agrees to follow the written stipulations or conditions set forth by the ARC.
5. Homeowner agrees to commence work within 180 days of issuance of ARC approval or by a date approved by the ARC because of unavoidable extenuating circumstances. Time is of the essence. Contractor shall keep both an adequate size and properly trained crew on the job site and work continuously so as to complete the work. Crews shall clean up after themselves daily.
6. Homeowner understands that approved request needs to be completed within one (1) calendar year from the date of approval by the ARC unless extended by the ARC due to unusual circumstances or delays beyond the homeowner's control.
7. Homeowner may be responsible for any extraordinary costs that are incurred by the ARC or HOA as a result of processing your request.
8. Homeowner will inquire with Town of Frisco and Summit County government agencies regarding required permits before starting any work on property involving new construction, alterations, or additions.
9. APPROVAL OF ANY REQUEST BY THE ARC IS IN NO WAY A CERTIFICATION THAT THE CHANGE HAS BEEN BUILT IN ACCORDANCE WITH GOVERNMENTAL RULE OR REGULATION OR THAT THE CHANGE COMPLIES WITH SOUND BUILDING PRACTICE OR DESIGN.

Name: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Signature: \_\_\_\_\_