

APPLICATION FOR ARCHITECTURAL COMMITTEE REVIEW

All exterior changes, alterations or modifications on a Lot or on adjacent Common Area, except for those related to routine maintenance, must receive prior written approval from the Architectural Review Committee. To submit a request for such approval, please follow these procedures.

1. Address a letter to the Architectural Review Committee requesting approval to proceed with your project. Include a description of the project thorough and complete enough to convey a detailed understanding to committee members who have not visited the project site. Include in your letter or as attachments to your letter the items checked below by your Architectural Subcommittee contact:

- Photographs of the project site as appropriate. Include close-ups and more distant shots to give some idea of the project's effect from a distance.
- Plot plan (copies available at Office) showing location of the project.
- Plans and elevations sufficient to describe the project in detail. Include appropriate notes as to dimensions, color, texture, finish, etc.
- Building materials list including product names, compositions, colors, etc.
- Contractor's name and contact information.
- Approximate dates of commencement and completion.
- Neighbor approval forms sufficient to include adjacent units and others with a view of the project site.
- Permits: Homeowner is responsible for obtaining all applicable municipal/county building and/or other permits required prior to commencement of any work. Failure to do so will result in withdrawal of Architectural Committee approval.
- Parking: If prolonged parking of contractor vehicles, equipment or a dumpster is necessary, parking forms must be completed by the contractor and submitted to the Stoney Brook office.

2. Mail or deliver the application with all attachments to:
Architectural Review Committee
Stoney Brook Homeowner's Association, Inc.
4601 South Yosemite Street
Denver, CO 80237

3. On receipt, a member of the Architectural Subcommittee will review your application for completeness and, if necessary, request additional information. As soon as your application is completed, it will be scheduled for consideration at the next, monthly meeting of the responsible Committee(s). The Architectural Subcommittee will consider projects restricted to your Lot whereas projects involving Common Area must be considered by the Architectural Review Committee.

4. Results of the Committee's findings will be delivered to you in writing as soon as possible after the meeting. For projects restricted to your Lot, the Committee has 45 days from receipt of your completed application to deliver its determination. In the event you do not receive notification of a decision within this period, your request will receive automatic approval and you may proceed with your project. No such time limit applies to projects involving Common Area.

5. You have the right to appeal Committee findings to the Stoney Brook Board of Directors.

6. Architectural Committee approval does not constitute municipal/county building department approval nor does it guarantee structural safety or engineering soundness of the project.

7. Upon completion of the project, you agree to promptly notify the Architectural Review Committee and authorize it to enter onto your property to inspect the completed project.

8. At any time during the construction process, you agree to comply with Committee requests for additional information or to enter onto the project site for purposes of determining if construction is in accordance with the approved plan and in compliance with Stoney Brook covenants and guidelines.

9. You understand that the Association Rules & Regulations may apply to this project and you will require Contractor(s) and other invitees associated with the project to abide by them as well.

Acknowledgement:

As a Stoney Brook Homeowner, I understand the process and procedures required to apply for approval of my project by the Architectural Review Committee or its Subcommittees and I agree to abide by the conditions set forth above.

Signature: _____ Unit #: _____ Date: _____

Phone Number(s): _____

Architectural Subcommittee Contact:

Name: _____ ph: _____ Date: _____