Applegate Trails HOA ARCHITECTURAL REVIEW COMMITTEE

A)    Purpose and Responsibilities of an Architectural Review Committee

The purpose of a review committee is to administer the community's guidelines by overseeing changes and modifications to property through an application and appeal process designed to balance the interests of individual homeowners and the community as a whole, ensuring that guidelines are met and property values are protected. Ultimately, a review committee has a duty to put the interests of the community as a whole above the interests of individual homeowner members.

An architectural review committee is responsible for:

* Managing the application and approval process;
* Monitoring the community for violations of standards;
* Fairly enforcing standards set forth in the governing documents;
* Making subjective and objective decisions about guideline compliance[;](https://www.hopb.co/blog/#Footnote)
* Making recommendations to the board of directors;
* Reviewing guidelines for adequacy; and
* Educating the community about set guidelines.

B)    Architectural Application & Approval Process

* If a homeowner would like to make an exterior change to their property in the form of an addition or modification, they will need to follow the formal process set forth in the governing documents.
* The review committee will review their proposed changes and determine whether they are consistent with set guidelines.
* Requests for architectural variances—changes that would constitute a departure from the stated criteria in the guidelines— will normally not be permitted.

Process:

* **1. Submitting an application for architectural review committee approval –** Application can be found on the AGT HOA Website. <https://www.applegatetrails.com/documents>.
* The application will requests a description of the property location and details of the proposed project, such as specifications (materials, shapes, professional plans) and work schedule. The application may also request a list of documents to be submitted with the application including copies of architectural plans, permits, and surveys.
* **2. Committee Review -** The review committee should meet regularly to review applications for approval. Pursuant to its operational rules and fiduciary duties to the association, the review committee should review the application for compliance with set guidelines. If the governing documents permit variations in certain circumstances, the architectural review committee will review the plans to determine whether the proposed changes meet the required standard.
* **3. Decision -** A recommendation from the review committee will be sent to the board of directors, which will approve or disapprove the application. Generally, this can take up to a week.

Applegate Trails **Home Owners Association**

**REQUEST FOR CHANGES TO PROPERTY**

Applegate Trails Home Association must approve any changes that you plan to your property. Please use the space at the bottom to request your approval.

Be sure you have included the following attachments:

***1 - A Site Plan*** showing the location of the changes to your property. If you do not have access to the site plan that was included in your sales documents, you may substitute another one. This should be the view of your property as seen from above, with an indication on it of existing structures, and future ones.

**Any request submitted without a site plan will not be approve until we have received the site plan.**

***2 – A picture of plan or project***. Can be the contractor’s sketches, etc.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Lot#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of intended change, (i.e. fence, deck, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Location of addition (**attach site plan** showing addition) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of start project\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of estimated completion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description: (include color, design details, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of contractor scheduled to work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated cost of project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Picture or plan of project (attachment)**

* Upon approval from AGT HOA, please remember to file for the appropriate permits. Any structural changes and most other projects will require a permit from the city or township.
* We recommend that you check with the city or township to determine if a permit will be required.
* We recommend that you hire a survey company to determine your exact lot lines when installing a fence of any kind.

Feel free to call Samantha Ro at 269-532-4491 for any assistance.

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| Please submit to: Applegate Trails HOAAttn: Samantha RO  | **or email to:** applegatetrailshoa@gmail.com |
| 5736 Hyde Park Ave |  |
| Kalamazoo, MI 49009 |