

ARCHITECTURAL REVIEW COMMITTEE
SUBMITTAL APPLICATION

DATE _____

PROPERTY OWNER(S) _____

ADDRESS _____

TELEPHONE _____

ARCHITECT/DESIGNER _____

ADDRESS _____

TELEPHONE _____

CONTRACTOR _____

TYPE OF SUBMITTAL Exterior Addition () Interior Remodel ()

PLEASE DESCRIBE _____

CONDO UNIT NUMBER _____

The Architectural Review Committee, as provided for in the Amended Mount Bachelor Village Charter, exists at Mount Bachelor Village Resort to maintain high standards for design development and use of property. When an owner wishes to construct additional space or remodel an existing condominium, application is to be made to the Committee using this form. Completion of the following pages will provide the Committee with the information necessary to review the proposed construction for compliance with the Rules and Regulations of the Committee. The Architectural Review Committee representatives can be contacted at Mount Bachelor Village Resort, Monday through Friday, (541) 389-5900, for information or assistance, or by writing the Architectural Review Committee, Mount Bachelor Village Resort, 19717 Mt. Bachelor Drive, Bend, OR 97702.

MOUNT BACHELOR VILLAGE RESORT

ARCHITECTURAL REVIEW COMMITTEE

CONSTRUCTION AGREEMENT (Remodels/Additions)

As a Mount Bachelor Village Resort Condominium owner requesting a remodel/addition to Unit No. _____, I/we have read the current Architectural Review Committee Rules and Regulations and the submittal application, and fully understand the requirements of this construction submittal.

Enclosed is the application fee of \$250.00. The remaining balance of the fee is refundable after the Committee expenses have been paid and upon final inspection by a representative of the Architectural Review Committee that meets the approved specifications for the interior alterations.

Any change in the exterior design and/or construction from the original submittal will be resubmitted to the Committee for approval.

I/we also understand that the Architectural Review Committee approval does not constitute structural analysis or building code compliance and that I/we have obtained the necessary professional assistance to meet all state and local regulations.

I/we also acknowledge that we are aware of the Rules and Regulations of the State of Oregon Department of Commerce Real Estate Division, Condominium Section and agree to provide all submittals and approvals, professional services and fees as may be required for an addition or deletion to a condominium including amendments to the appropriate Condominium Declaration.

SIGNATURES
(all owners' signatures requested)

DATE _____

CONDOMINIUM NO. _____

PHASE NAME _____

PROCEDURE FOR OBTAINING
ARCHITECTURAL REVIEW COMMITTEE APPROVAL

- A) Complete and submit the application. Formal response by the Committee will be mailed to applicants within fifteen (15) days after each meeting. If additional information is needed for a decision, you will be contacted by a Committee representative.
- B) Submit four (4) sets of detailed plans with information as outlined on the following pages. When a plan is approved, one set of plans will be retained in the Committee's file. Three (3) sets shall be stamped approved and returned to the applicant. The applicant shall submit plans to the City of Bend Building Department that have the Architectural Review Committee approval stamped thereon when such building authority is required. Exception to this requirement includes minor interior and window changes within the existing condominium and will be taken on a case by case basis.
- C) The applicant must submit a Construction Agreement along with an application fee of \$250.00. Make checks payable to the Mount Bachelor Village Association. The application fee covers costs of the Committee and to assure satisfactory compliance with the Mount Bachelor Village Rules and Regulations. The remaining balance for the application fee is refundable upon satisfactory completion of the construction as approved by the Committee and after necessary fees have been paid.
- D) The applicant is responsible for complying with and obtaining all state and local agency approvals. The Architectural Review Committee approval does not constitute a structural analysis or building code approval. The applicant is responsible for all professional services that may be required.
- E) If an applicant is proposing to add to or delete from the floor space of a unit or is altering the exterior of the building, said applicant shall be totally responsible to comply with the rules and regulations of the State of Oregon Department of Commerce Real Estate Division Condominium Section. Such alterations or modifications of the floor plan require an amendment to the appropriate Condominium Declaration.

Amendments to the Condominium Declaration require approval of the individual owners within a condominium section, City of Bend Urban Area Planning approval and a plat prepared by a licensed surveyor signed by the appropriate authorities. The applicant is advised to obtain legal assistance familiar with condominium law. All costs associated with a Declaration Amendment shall be paid by the applicant. The Committee's only responsibility is to determine if the application complies with the Mount Bachelor Village Resort Architectural

Review Committee's Rules and Regulations. The applicant is advised to obtain the owner's approval first in the approval process.

MOUNT BACHELOR VILLAGE RESORT

ARCHITECTURAL REVIEW COMMITTEE RULES AND REGULATIONS

- 1) The Architectural Review Committee shall exercise the functions for which it is given responsibility in any Mount Bachelor Village Declaration and in the Charter. Generally, this Committee will be responsible for the approval of the design plans, the development of private areas and for the promulgation and enforcement of its rules and regulations thereof.
- 2) The Architectural Review Committee must review the plans and make a site inspection before construction work commences to determine compliance with approvals.
- 3) Construction approval is valid for six (6) months. If construction has not begun in that time, a new application must be made.
- 4) All proposed exterior construction on a condominium **MUST BE COMPLETED WITHIN SIX (6) MONTHS FROM THE DATE CONSTRUCTION COMMENCES**. This includes debris removal, all exterior lights, and vents and flashing painted. The Mount Bachelor Village Association reserves the right to complete exterior work not completed by the owner within the six (6) months limitation and to lien the property (condominium) for payment.
- 5) Removal of vegetation or planting of vegetation also requires Architectural Review Committee approval.
- 6) Hours of construction operation are to be limited to 9:00 a.m. to 4:30 p.m. Monday through Friday or unless otherwise approved prior by Committee's authorized representative.
- 7) The parking lots shall not be used for equipment parking or materials storage. The owner/contractor shall submit a plan to the Committee's authorized representative for equipment parking and materials storage.
- 8) The Architectural Review Committee assumes no liability for encroachments into platted setbacks or onto easements or neighboring ownership. Be sure to check the official plat of the condominium to avoid encroachments and trespass. Neither the Architectural Review Committee nor any member thereof shall be liable to any unit owner or the Manager of Mount Bachelor Village Resort for damage, loss or prejudice suffered or claimed on account of any action or failure to act of the Committee or a member thereof, provided that only the member, in accordance with actual knowledge possessed by him, has acted in good faith.

- 9) Consent by the Architectural Review Committee to any matter proposed to it or within its jurisdiction shall not be deemed to constitute a precedent or waiver impairing its right to withhold approval as to any similar matter thereafter proposed or submitted to it for consent.
- 10) If an applicant is proposing to add to or delete from the floor space of a unit or is altering the exterior of the building, said applicant shall be totally responsible to comply with the rules and regulations of the State of Oregon Department of Commerce Real Estate Division, Condominium Section. Such alterations or modifications of the floor plan require an amendment to the appropriate Condominium Section. Such alterations or modifications of the floor plan require an amendment to the appropriate Condominium Declaration which is the responsibility of the applicant.
- 11) The Committee reserves the right to request additional information or clarification regarding the submitted plans prior to approval.

The following is a list of items which must be included in Architectural Review Committee submittals and will be considered by the Architectural Committee prior to approval of any proposed remodeling or construction. Please check off each items included.

A. SITE PLAN (including the following information for exterior additions only)

- Check _____ 1. Minimum scale: 1" = 20'0"
- _____ 2. Building location
- _____ 3. Property lines
- _____ 4. Tree locations
- _____ 5. Utility line connections (electric, water, telephone, and location of pressure sewer tank, if needed)
- _____ 6. Exterior lighting
- _____ 7. North arrow

B. FLOOR PLAN(s)

- Check _____ 1. Minimum scale: 1/4" = 1'0"
- _____ 2. Door and window openings
- _____ 3. Wall and partitions
- _____ 4. Stairways
- _____ 5. Exterior lights
- _____ 6. Decks and porches
- _____ 7. North arrow
- _____ 8. Type and location of heating and cooling system (if planned)

C. ELEVATIONS

- Check _____ 1. Scale: same as plans
- _____ 2. Door and window openings

_____ 3. All exterior building features (roof, siding, fireplaces, railings, trims, foundation, etc.)

_____ 4. Note all materials and finishes, grades and specifications

D. OUTLINE OF SPECIFICATIONS & PROCEDURES (to be used in construction)

1. Provisions for construction period:

a. Location of staging and material storage areas:

b. Measures to be taken to protect vegetation:

2. Exterior metals:

a. Types:

b. Location:

3. Exterior wood:

a. Siding (species, grade, pattern): _____

b. Trim (species, grade): _____

c. Exposed framing (species, grade): _____

4. Roof construction:

a. Roofing materials:

b. Flashing (materials and type):

c. Skylights (type; description and manufacturer):

5. Exterior openings:

a. Doors (materials and finish): _____

b. Trim: _____

c. Metals: _____

6. Exterior light fixtures (detailed description):

7. Estimated completion date (all exterior work):
