

Sandy Point Homeowner Architectural Change Request Checklist

From the contractor to the homeowner for the Architectural Change Request

	Certificate of Insurance or proof of bonding
	Signed Sandy Point Hold Harmless Agreement and Release. If the Contractor <u>cannot</u> provide proof of bonding or a Certificate of Insurance.
	Copies of trade licenses if require. Examples: electrician, plumber...
	*Full description of installation steps, contract, estimate, details of each step
	*Diagrams of project including dimensions and specification sheets for materials
	*Full description of materials (windows, doors, decking) Samples of materials may be requested. Sample of color changes for front entry doors, decks, docks...
	*Utility Location Service has been requested
	*Secure building permits
	Signed, received a copy of SP Traffic Rules and distributed it to employees
	* Other
*	The homeowner's responsibility if the homeowner will be doing the work

From the Homeowner for the Architectural Change Request

	Read the HOA manual as related to the project: acceptable and not acceptable
	Pre-request project meeting with ACC, SP Property Manager and contractor
	Photographs of the existing condition of the project area.
	Discussed and reviewed project plans with neighbors
	Secured sign off from neighbors
	Gave the contractor a copy of the Traffic Rules
	Submitted Request to ACC
	On site meeting with ACC, SP Property Manager, homeowner for approval
	ACC project approval secured
	Posted Sandy Point ACC Approval Permit in window (expires after 6 months)
	Notify ACC chair and Jerri when work begins
	Coordinate approved project with ACC and SP Property Manager
	Project will be inspected by the ACC during the process, and possibly by the city
	Notify ACC chair and Jerri when work is completed
	Photographs of the completed project sent to ACC chair
	Request the Final Inspection after the work is completed. Contact ACC chair to schedule a time to verify that the project was completed as approved.

Submit the Sandy Point Supplemental Architectural Change Request Instructions form **with the ACC Change Request for all of the following projects:**

Decks, Docks and Stairs: new, replacement, repair, stain (if a new color).

Windows, Doors and Skylights: new, replacement, color (must match trim or siding color)

Appliance and Mechanical Systems: water heater, HVAC (furnace, air conditioning), dryer vent or other

Solar Energy Systems: portable, may not attach to roof, siding, trim, decks, fences, walkways, common area

Understanding What is Required

The homeowner understands, acknowledges and agrees that the maintenance, repair, replacement and insurance of any addition, improvement, or alteration attached to or immediately adjacent to their dwelling is the sole responsibility of the homeowner, their heirs, successors or assignees.

If the plans are not followed as approved, the Sandy Point permit will be revoked, and no work will be permitted during the time it takes to resolve the infraction. Any litigation expense incurred by Sandy Point, Inc. is an expense of the applicant homeowner.

The homeowner shall remain responsible for any cost and damages until final ACC inspection and written verification of a release from the contractor showing completion of the work.

The homeowner understands and agrees that an individual, partnership or corporation that is licensed, insured and bonded shall complete the work unless otherwise agreed to by the ACC. The homeowner or contractor must carry liability insurance to protect and fully indemnify against any and all property damage and personal injury to other homeowners/residence and Sandy Point, Inc.

There is a separate "Hold Harmless" agreement protecting Sandy Point for any injury which may occur to any workers or contractors. Use for unlicensed, uninsured and non- bonded workers.

The more comprehensive your information is, the quicker and easier it will be to approve. Missing or inaccurate information slows down the process, so if you're not sure please consult with the ACC chairperson before you proceed.

Understanding the Rules

I have read and understand the Architectural Control Standards/Rules/Regulations as outlined by the Board of Directors and am prepared to work with the ACC in a timely and responsible way.

Signature of Owner 1. _____ Date: _____

Signature of Owner 2. _____ Date: _____

No work may begin until ALL application documentation has been approved.