

Arbor Ridge HOA - Architectural Review Application Form

Application

Print all information neatly or electronically fill out this document. Submit (Page 1) only along with any of your supporting documents. Please review Instructions (Page 2) and Guidelines (Page 3) before filling out the form.

Submission Date		Estimated Completion Date	
Homeowner Name		Lot # Lot Numbers	
Property Address			
Email Address		Phone Number	
Project Description and Considerations To prevent delays and ensure a fast review, please provide as much detail as possible *Along with your application, include all relevant drawings, photos, designs, contracts, links, and explanatory notes. *Home additions need Official plans, permits, and application forms must be submitted to the Management Company at least 60 days prior to a Board Meeting, where a formal presentation is required. Please coordinate your meeting date with the Management Company upon submission. The Board's review process may take up to 30 days following the presentation. *Review the ARC Exception Resolution prior to submitting. Unapproved or non-compliant modifications may be subject to enforcement under the HOA Fine Policy. If you are unsure, please consult our Management Company before submitting.			
Project Description	Provide clear information on the project including materials being used. <i>*See Page 3 Guidelines and the ARHOA Community Standards</i>		
Check all items below impacted by this Architectural Request			
☐	Roof / Gutters / Siding / Solar System / Satellite Dish / Antenna See ARC Exception Resolution & Pre-Approved Shingle Colors		
☐	Exterior Painting House / Posts / Trim / Siding / Windows / Garage / Exterior & Screen Door See ARC Exception Resolution , Exterior Colors Resolution & Pre-Approved Exterior Colors		
☐	Landscaping Changes / Exterior Lighting / Street Tree(s) *Street Tree(s) will be required to be replaced in most cases See Street Trees and Sidewalks & ARC Exception Resolution		
☐	Sidewalk / Driveway See Street Trees and Sidewalks & ARC Exception Resolution		
☐	Fence / Fence Staining See Wood Fence Standards		
☐	Retaining Wall / Deck / Arbor / Trellis / Patio / Pathway / Shed / Large Play Equipment / Patio Cover / Awning / Hot Tub / Sauna / Pool		
☐	Air Conditioner / Heat Pump (Central Unit / Window) See AC Resolution		
☐	Home Additions / Major Structural Modifications		
☐	CHECK HERE if a dumpster or porta potty will be on site from the contractor		
☐	CHECK HERE if your project is NOT LISTED then describe the details in "Project Description" above		

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Instructions

As outlined in the [Governing Documents](#) & [Community Standards](#) for Arbor Ridge, any exterior improvements or modifications will require approval by the Architectural Review Committee (ARC) before work can proceed. Failing to do so may result in enforcement in the [Fine Policy](#) for non-compliance.

Checklist

- ☐ Complete Page 1
- ☐ Lot overview/site plan (showing property lines, setbacks, and dimensions) Elevation/side drawings (if applicable)
- ☐ Material specifications, colors, website links, or photos
- ☐ \$50.00 processing fee (payable via AMS Portal)

Payment & Submission

- ✓ A processing fee of **\$50.00 must be paid to AMS-NW** when submitting your application for processing. This fee will appear on your account, and you can pay it using AMS's Portal or arrange with AMS to make your payment as soon as possible.
- ✓ Submit completed Page 1, include:
Supporting documents, websites, drawings, pictures, designs, contracts and additional comments

Submit to: Association Management Services, NW

Mail: 16520 SW Upper Boones Ferry Road, Suite 250, Portland, OR 97224

Fax: 503-598-0554

Email: ArborRidge@ams-nw.com **Preferred and Fastest Method*

Describe all the changes you propose to make for your property

- ✓ **Incomplete applications will be rejected, and you will need to correct and resubmit.**
- ✓ **Provide complete information in your application to ensure a timely Architectural Review.**
- ✓ **The more details you include, the easier and quicker the review will be for the Architectural Review**
- ✓ Include drawing(s) with lot overview (plan) and side (elevation) views as necessary to clearly establish locations and elevations of any project.
- ✓ List structure dimensions, materials, colors, and plant types.
- ✓ Include contractor bid details if appropriate.

The Process

- ✓ **Standard Requests:** Submit at least **30 days** prior to planned work. The ARC review period is **10 days** once all required documentation is received from the Management Company.
- ✓ **Home Additions/Modifications:** Official plans and permit applications must be submitted **60 days** prior to a Board Meeting for a formal presentation. The Board review process takes up to **30 days** post-presentation.
- ✓ **Project Completion:** Work must be completed within **12 months** of the **Estimated Completion Date** unless an extension is requested within the application. **If the project is not finished within this timeframe, a new application will be required.**
- ✓ Homeowners are responsible for verifying and meeting all local government requirements before submitting this form and starting work.
- ✓ Requests will be reviewed by the Architectural Review process if they comply with the association's [Governing Documents](#) and [Community Standards](#).
- ✓ Requests that encroach on common property [Tract Areas](#) or neighboring lots will not be approved.
- ✓ Homeowners must ensure that all proposed modifications do not alter existing drainage patterns, redirect water flow, or negatively affect adjacent lots or common property.
- ✓ Homeowners are required to keep the work site clean and are responsible for their contractors' activities.
- ✓ Only one sign for the Contractor is allowed during construction and must be removed when work is finished. Review the [Signage Resolution](#) on the Arbor Ridge website.
- ✓ Any modifications to your original project after a review is finalized must be resubmitted as a new application for ARC review.

Home additions require official plans and permit(s)

- ✓ A presentation at a Board Meeting will be required with full architectural plans and your contractor.
- ✓ A 60-day advance submission is required to schedule a meeting, followed by a 30-day review period after the presentation.
- ✓ You will need to arrange this presentation meeting with our [Management Company](#) with the HOA Board of Directors.

Approval by the HOA Board and ARC applies only to the HOA governing documents and does not constitute compliance with city, county, state, or federal codes and regulations. Homeowners bear sole responsibility for obtaining all necessary permits and adhering to all applicable laws. The HOA Board and ARC assume no liability for the construction, quality, or legality of the work undertaken.

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Guidelines

This whole document package contains direct links [in blue](#) to website information that may help in completing your application.

For the latest and most updated information, please check the [Arbor Ridge Community Standards](#) on the [Arbor Ridge Website](#) to help you with your application.

- ✓ If you have any questions, please contact our [Management Company](#)
- ✓ Website Resource of the [Primary Architectural Review Information](#)

All work performed on your property must respect the setbacks and easements of adjacent residences and community common areas. If accessing these areas becomes necessary for maintenance or other activities, the homeowner responsible for the encroachment will bear all associated costs and liabilities.

Review the [ARC Exception Resolution](#) prior to submitting. Unapproved or non-compliant modifications may be subject to enforcement under the HOA Fine Policy. If you are unsure, please consult our [Management Company](#) before submitting.

Roofing – Like for Like replacement does not require an ARC Request. Review the [ARC Exception Resolution](#) for pre-approved colors that match the neighborhood palette and are at least a 15-year warranty. Composite / asphalt shingles are only approved, Wood, Tile and Metal Roofing **will not be approved**.

Include the type of shingle, warranty period and an image or website link of the color sample with the application.

Fencing – Good Neighbor Cedar Fencing (with two styles as listed on the Community Standards web page) featuring a top cap is the standard for this community. Only natural stain colors are permitted; bright or inappropriate colors **will not be approved**.

Include a drawing showing the location on your property and home that shows the fence footprint clearly with the application.

Exterior Paint – Colors common to, and appropriate for, the neighborhood that match the neighborhood palette. Bright colors, or colors not appropriate for the neighborhood look **will not be approved**.

Include an image or website link of the color sample(s) with the application.

Structures – Size restrictions may be enforced. Colors should complement the paint scheme of your craftsman style home, and roofing materials need to closely resemble those used on your home.

Include a drawing showing the location on your property and home with the application.

Patios, Decks & Covers – Provide detailed design and material specifications. Washington County may require a permit depending on the deck's height and dimensions; verify local requirements to determine if a permit is necessary. If painting, match house colors; otherwise, stain or leave wood natural. Roofs should closely match the house's roofing color. Homeowners are responsible for safety, drainage, and compliance with setbacks and easements.

Include a drawing showing the location on your property and home that shows the structure footprint clearly with the application.

Basketball Hoops – The installation of basketball hoops is generally discouraged due to the proximity of two neighboring community parks. Current policy permits goals to be placed solely within a homeowner's driveway, ensuring they remain on private property. Hoops will not be approved for placement at or near curbs, nor where they would occupy the street or sidewalk.

Include a drawing showing the location on your property and home with the application.

Satellite Dishes & Antennas – Satellite dishes and antennas for TV or Internet are permitted but must be placed to minimize visibility from the street.

Include a drawing showing the location on your property and home with the application.

Garage Conversions – Not permitted. Permanent conversions can reduce neighboring home values and marketability. CCRs require garages to remain available for parking vehicles.