

**Sunset View Estates**  
**Architectural Review Committee (ARC)**  
**Application Form and Overview**

- Review the Sunset View Estates Homeowner’s Association, Inc. (SVE) Architectural Rules and Regulations, dated January 1, 2020, with your architect/designer/builder. If you have questions about these rules, submit your questions to the Management Company.
  
- How to submit an application:
  - Fill out the application submittal form at the end of this document.
  - Present 2 copies of the information required in the ARC Rules and Regulation document along with your application and fees to the Management Company.Send or deliver to:

HOA Management, Inc.  
335 NE Lafayette Avenue  
Bend, OR 97701
  
- What to submit: Preliminary or Final
  - You may submit as little preliminary information as you would like to get ARC input on questions or concerns you may have.
  - For your final submittal the requirements are listed in the ARC Rules and Regulations document.
  - Application fee as listed below.
  
- For all new home construction, an application fee of \$3,000 must accompany the application documents submitted to the ARC. A fee of \$500 will be required for all additions or remodels. If construction is not started within a 12 month period of time (after receipt of ARC approval), the entire application process (including new fees) must be repeated. Construction shall be completed within 15 months from the date of approval by the ARC, extensions are allowed with ARC approval. Once construction and landscaping is completed, the ARC will inspect the finished project. When final inspection is completed, and there are no violations of ARC rules, then the ARC will refund the property owner \$2,000 of the original \$3,000 fee. There is no return of the \$500 remodel fee.
  
- If a Stop Work Order is issued by the ARC, unless specified otherwise in the Stop Work Order, all work at the identified home site must cease and desist as is specified in the terms of the Stop Work Order. Stop Work Orders may be issued for, but not limited to, violations of the Conditions, Covenants and Restrictions for Sunset View Estates, improvements that are made without ARC approval and repeat

violations of the Architectural Rules and Regulations. Stop Work Orders will be released at the sole discretion of the ARC if the ARC determines that the required action(s) to bring the offending property back into compliance with the Conditions, Covenants and Restrictions for Sunset View Estates and/or the Architectural Rules and Regulations or assurances that the repeating violations will cease have satisfactorily been met.

- Adjacent property owners will be invited to review the submitted plans prior to site plan approval. This will allow current residents that border the property to determine if, and how the submitted plans will impact their property. These property owners will be given One week to review the submitted plans. If the current residents have concerns about the plans, these concerns will be addressed to the ARC by written comments. Review by adjacent property owners is on a strictly courtesy basis, as the ARC has final approval authority. All Deschutes County residential building restrictions and codes apply to Sunset View Estates Homeowner's Association, Inc. property owners.
- The ARC will review the plans, application and architects' (if an architect is engaged) comments. An on-site inspection of the string layout and property setbacks will take place prior to site plan approval from the ARC. After the review period, a letter will be prepared and sent to property owner listing the Committee's requirements, concerns, or suggestions. The contents of the letter should be shared with your architect/designer/builder.
- The Owner must respond to any of the Committee's requirements, concerns, or suggestions in writing **prior to lot excavation work**. If the siting of the house is an issue, the owner may be required to meet with the Committee members to resolve the layout at the site. Excavation and construction may begin when the owner receives an approved set of plans signed by the ARC or an ARC letter stating that construction may begin.
- It is the owner's responsibility to inform the Contractor, Sub-Contractors, and Workers of the restrictions placed on use of adjacent property, including all common property and cul-de-sacs concerning parking, access of the construction site, dumping, street clean-up and storing of machinery or building materials. Owners are responsible for garbage and trash removal at all times. Burning or dumping of garbage or trash anywhere in Sunset View Estates is prohibited.
- A landscaping plan is not required to be approved prior to the start of home construction; however, 2 complete sets of landscaping plans must be submitted to the Management Company and approved by the ARC before landscaping may begin.

Landscaping applications have no additional fee. Landscaping must be completed within six months of the completion of construction; extension for winter months is allowed, contact the ARC for approval.

- The landscaping plan will be the same scale as the original site plan. Review the landscape rules and regulations, and plan requirements as set forth in the ARC Rules and Regulations and Landscape Rules and Regulations.

## **Architectural Review Committee Construction Application Form**

As a prospective homebuilder, I/we have read the Sunset View Estates Covenants, Conditions and Restrictions (CC&Rs), Sunset View Estates Homeowner's Association (SVE HOA) Architectural Rules and Regulations, the Architectural Review Committee (ARC) Application Overview Form, and this ARC Construction Application Submittal Form. I/we fully understand the requirements of all these documents. I/we agree to follow the guidelines established in these documents, to comply with all these documents, and to abide by these documents during the construction, remodel or landscaping covered by this application as well as after completion.

Any changes from the original approved submittal must be resubmitted in writing to the committee for review and approval. This will include, but not limited to, changes to site plan, changes in size of home, patios, fencing or barriers, deck additions, roofing materials, paint colors, exterior elements or lighting, any additional tree removal or plantings.

I/we assume responsibility for any and all damage by the contractor/builder or any of his subcontractors to adjacent home sites, common areas, or my/our property. I/we will proceed with our construction in accordance with Deschutes County Building Code, as well as the Architectural Rules and Regulations for Sunset View Estates currently in use.

Enclosed is the deposit of \$3,000 or \$500 in the case of a remodel or addition (made out to Sunset View Estates Homeowner's Association), of which \$2,000 will be refunded upon satisfactory completion of construction and landscaping (15 months for construction and an additional 6 months for landscaping). An inspection by a representative of the ARC is required to determine that the construction and landscaping is complete and satisfactory; this inspection must occur before the refund is issued. Property owner must notify the ARC in writing that the project is completed; allow approximately three weeks for final inspection by the ARC. A final inspection approval letter and refund check will be sent to owner. If discrepancies are found, the ARC will send a letter to the owner outlining the items that need to be corrected. Once corrections are made, the owner must again notify the ARC that the project is again ready for ARC inspection.

Lot Number: \_\_\_\_\_  
Address of Home site: \_\_\_\_\_

Signatures: all owners must sign

Name \_\_\_\_\_  
Signed \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_  
Signed \_\_\_\_\_ Date: \_\_\_\_\_

Owners Current Address: \_\_\_\_\_

Current phone number: \_\_\_\_\_

Architect/Designer: \_\_\_\_\_

Contact for Architect/Designer: \_\_\_\_\_

Name of Contractor/Builder: \_\_\_\_\_

License Number of Contractor/Builder: \_\_\_\_\_

Contact for Contractor/Builder: \_\_\_\_\_

Type of application: New construction \_\_\_\_\_ Square Feet \_\_\_\_\_  
Remodel/Addition \_\_\_\_\_ Square Feet \_\_\_\_\_  
Landscaping \_\_\_\_\_  
Other (e.g. change of exterior color) \_\_\_\_\_

Estimated Start Date & Completion Date:

Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_