

## ***Application for Physical Change Procedure***

**All Charbonneau homeowners are subject to the agreement between the Charbonneau Country Club and all individual homeowner associations regarding architectural control matters (originally adopted, 1995; revised annually). See the current edition of the Charbonneau Country Club Architectural Control Standards and Residents' Directory for details.**

**Note that when replacing concrete, asphalt, or other hard surfaces an irrigation inspection is required. An irrigation sleeve, installed by our landscape contractor, may be required at the owner's expense.**

The following procedure is to be followed by the homeowner, the Architectural Review Committee (ARC), and the Landscape Committee (LC) when submitting, reviewing, and approving or disapproving plans for a requested change.

1. The homeowner must submit an Application for Physical Change form (see the next page). The request must include, as appropriate, all plans, specifications, drawings, and a general description of work to be performed. The form must be signed by the owner submitting the request, and it must include the Line-of-Sight-Neighbors Notification Form with the signatures of any affected neighbors.
2. All sprinkler changes and modifications shall be made by CHOA's contractor at the sole cost to the homeowner. All new trees, shrubs, etc. will be paid for by the homeowner.
3. After receipt of the written request, the ARC and/or the LC will make its decision in accordance with the architectural and landscaping standards and guidelines of the Association and Charbonneau Country Club. The ARC and the LC have the discretion to withhold approval of any request if it would be inappropriate for the particular residence or incompatible with the standards and guidelines of the Association.
4. Approval of a request must be made by a majority of the ARC and/or the LC. Approval or disapproval of a request must be delivered in writing to the owner. Failure to approve or disapprove a request within thirty (30) days of submission shall constitute an approval.
5. Any changes to plans after approval effectively cancels the approval and the owner must submit a new request with updated plans and a new Line-of-Sight-Neighbors Notification Form.
6. Approval is valid for three (3) months after issuance and is automatically revoked unless work has begun during this three (3) month period of time. If work will not begin within three (3) months, the owner may apply for an extension of the approval.
7. If a request is not approved, the owner may appeal the decision to the Board of Directors. Appeals must be made in writing within ten (10) days of the initial decision. The Board will make a final decision within twenty (20) days of the request for appeal.

Application for Physical Change Form: Architecture, Landscaping, and Irrigation

Return this form to: CHOA Property Manager Questions? Contact: Steve Chinn  
PO Box 219, Wilsonville, OR 97070 503-312-0927 chinno@centurytel.net

Please print or type

Owner Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_

In accordance with the Association's governance documents, I am applying for approval to make the following exterior changes to my unit.

Describe the proposed modification(s)/addition(s) including your estimate for the date of completion. Please attach all requested information to this application IN DUPLICATE. If additional space is needed, please provide separately and attach. State the change in square footage that will result because of the change or remodel. This form may also be used to request that an owner be responsible for pruning the shrubbery around their home.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Change in square footage: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

Please provide: Plans of the proposed changes. Include a plot plan and elevation drawings of the proposed changes for architectural modifications prepared in sufficient detail so that a reviewer would understand what the proposed changes represent. Attach drawings if the change to the landscaping area is over 200 square feet. Include other information you consider relevant to your request.

Note: The owner is responsible for obtaining all necessary building permits upon approval. An approved request form must be presented to the City of Wilsonville officials when applying for a building permit. Line-of-Sight neighbor approval is also required for significant changes.

All requests are evaluated for conformity with existing architectural and aesthetic conditions within CHOA and are in conformance with the CHOA architectural guidelines (see the Business Affairs section of the CHOA Information Directory or at [www.choaonline.org](http://www.choaonline.org)).

If this application is approved, I understand the approval is only for what is indicated herein, based upon the facts and plans presented. All approved alterations or changes must be completed within the time frame stated herein or as amended in writing.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ARC and/or Landscape Committee action

Approved: \_\_\_\_\_ (Subject to final inspection) Declined: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Final Completion Inspection (CHOA Architecture or Landscape Committee)

By: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTICE TO OWNER: Architectural changes to your unit and/or property may increase your monthly assessment.**

## Architectural Change Request Line-of-Sight-Neighbors Notification Form

Applicant's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

**Note to Applicant: This form must be signed by your adjoining neighbors and the line-of-sight neighbors of the proposed change and returned with your Architectural Change Request.**

The applicant and the undersigned owners have reviewed plans concerning the requested change to the applicant's unit. The undersigned owners understand the impact the proposed change will have on their view.

**If an owner has concerns about the proposal, please submit an explanation of your concerns on a separate page.**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

I do \_\_\_ do not \_\_\_ have concerns about the proposal. I have attached an explanation of my concerns:

Yes \_\_\_ No \_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

I do \_\_\_ do not \_\_\_ have concerns about the proposal. I have attached an explanation of my concerns:

Yes \_\_\_ No \_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

I do \_\_\_ do not \_\_\_ have concerns about the proposal. I have attached an explanation of my concerns:

Yes \_\_\_ No \_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

I do \_\_\_ do not \_\_\_ have concerns about the proposal. I have attached an explanation of my concerns:

Yes \_\_\_ No \_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

I do \_\_\_ do not \_\_\_ have concerns about the proposal. I have attached an explanation of my concerns:

Yes \_\_\_ No \_\_\_

*Attach additional pages if necessary.*