

# Beechwood farms p.o.a.

## Architectural Control Checklist

Dear Lot Owner,

Please refer to this checklist of items needed for house plan approval from the Beechwood Farms Architectural Control Committee.

Materials need to be sent to the address announced by the Beechwood Farms POA in its communication with members.

### Preliminary Approval

- \_\_\_\_\_ 4 copies of Blueprints, drawn to scale; include scale drawings of elevations on all four sides.
- \_\_\_\_\_ Design review fee check in the amount of **\$25**, made payable to Beechwood Farms POA.

### Final Approval

- \_\_\_\_\_ Contractor/Builders Name
- \_\_\_\_\_ Proof of Insurance (E&O, Auto & Liability)
- \_\_\_\_\_ List of Subcontractors to be used
- \_\_\_\_\_ Copy of portable toilet and dumpster contract or receipt of payment
- \_\_\_\_\_ Copy of signed disclaimer from Contractor
- \_\_\_\_\_ General description of building materials

Upon receipt of all the above items, the ACC will respond within 15 days for preliminary approval and 30 days after all documents have been received for final approval. Copies of your correspondence to the ACC will be placed in your file and not returned to you. Please make copies for your own file. Changes to approve plans must be submitted to the ACC, and go through a review. Construction cannot proceed without final approval.

Decisions will be based on what are required by property deed covenants, by by-laws approved by Beechwood Farms members and published in its annual minutes, and by documents distributed to members called "Building Standards," an "Architectural Control Checklist," and a "Contractor/Buyer Disclaimer."

If you have any questions, please contact members of the ACC. Refer to minutes or other announcements from the Beechwood Farms Property Owner Association for current names and addresses.

## Document History Page

### DOCUMENT TITLE: Architectural Control Checklist

REVISION #	DATE APPROVED	DESCRIPTION OF CHANGES
0	Original	Document scanned from original documents supplied with sale of properties from developer
1	Proposed for annual meeting 2004	Added wording to include scale drawings of elevation on all four sides; modified the design review fee, which covers postage to send drawings to ACC members