



## ARCHITECTURAL REVIEW FORM

Mail to: BEMA ARC Team, PO Box 440, Lyons, CO, 80540 or e-mail: [admin@bigelkmeadows.org](mailto:admin@bigelkmeadows.org)

Name(s): \_\_\_\_\_ Email: \_\_\_\_\_

\*Mailing USPS Address: \_\_\_\_\_

Big Elk Meadows Address: \_\_\_\_\_ Tract \_\_\_\_\_ Lot (s) \_\_\_\_\_

Home Phone: \_\_\_\_\_ BEM Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

The following are the types of improvements I would like the Architectural Review Committee to Approve (**\*Please circle**) Painting, Staining, Landscaping, Fencing, Deck/Patio, Slab, Patio Cover, Roofing, Drive/Walk, Addition, other. **Remodeling/additions require all of the pages.**

***If there is no color change being done to the cabin, trim, doors or roof, there is no need for an ARC request.***

In your own words, please describe the nature of your request to include the time schedule you would like to work with.

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

Color and Construction Material: \_\_\_\_\_

\_\_\_\_\_ Color (**\*Swatches of Colors required**)

Drawings of all improvements must be attached on page 2 to show location, set-backs and dimensions.

**Give the Contractor's name that is performing work, has insurance, workman's compensation and haul away process.** \_\_\_\_\_

\*I understand that receiving written approval from the ARC, representing the Board of Directors is necessary before any of the work may begin. I also understand that the approved work and contractor are my responsibility, not the Board of Directors or the ARC's. All Building Permits needed are my responsibility..

Signature of Property Owner: \_\_\_\_\_ Date Submitted \_\_\_\_\_

**\*\*Please submit all information & sign all requests to prevent taking more time than necessary to get the request approved.**

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### Architectural Review Committee (ARC) Action

Date Received by Big Elk Meadows: \_\_\_\_\_ Date received by ARC: \_\_\_\_\_

\_\_\_\_\_ Approved subject to: (See Page 4 if requests for any section # or additional information)

\_\_\_\_\_ Disapproved: (See Page 4 of application for reason)

ARC Chair Signature: \_\_\_\_\_ with over one half committee approval. Date \_\_\_\_\_





**Owner initial needed on 1 - 8 for agreement**

- 1.** I will pay for and secure any/all necessary licenses and permits as may be required by law and will not start on the improvement until I have obtained all required approvals and permits. Approval of the improvement or change by the Association DOES NOT constitute approval by local governmental entities, including but not limited to local building or zoning departments; nor drainage design, nor structural soundness.
- 2.** I will be responsible for future maintenance and repairs of the improvement or change. The Association will NOT maintain the improvement or change, nor will the Association be responsible for repairing any damage to the improvement or change, nor any damage caused as a result of the improvement or change. In the event the construction of the requested improvement or change causes damage to any other property within the community, I will bear the full responsibility for that damage.
- 3.** I will be responsible for immediate, proper disposal of any/all trash, debris, materials etc. generated as a result of the work. Use of Association trash receptacles is prohibited.
- 4.** All applications, approved, disapproved or denied are further subject to the Association governing documents: Declaration of Covenants, Maintenance Responsibilities (page 17 & 18), By-Laws, and Rules and Regulations. Any improvement which, although mistakenly approved by the Board of Directors and/or ARC, is in contravention of a provision of the Declaration, Rules and Regulations or any governmental code, regulation, statute or ordinance is deemed denied regardless of the consent previously given and such consent shall not be a waiver of the Association’s right to enforce said covenant; rule or regulation as if the request for the improvement had been denied.
- 5. I must contact the Association for final inspection when the improvement or change is complete and I authorize entry onto my property for exterior inspection or appointment for ARC inspection.** Failure to notify the ARC or refusal to allow inspection shall result in the withdrawal of the ARC’s approval of my request.
- 6.** I will be responsible for the Association’s reasonable attorney fees and other costs related to my failure to obtain approval of my plan from the Board of Directors or to properly complete the improvement regardless of whether my request or application is later approved.
- 7.** The Association may request additional information relating to my improvement prior to approving this request and/or prior to the completion of the improvement and I will immediately comply with any such request (s). Failure to comply shall result in the withdrawal of the ARC approval, if previously granted, and waiver of any time limits imposed upon the Association.
- 8.** If the improvement as built or completed does not conform to the improvement as approved by the ARC, upon written request of the ARC, I will at my own expense and cost, promptly restore the property to substantially to the same condition as existed prior to commencement of the improvement.

**READ SECTION 5.8 BOTH THE COMMENCEMENT AND COMPLETION FOR CONSTRUCTION REQUIRES 274 DAYS!**

Signature of Homeowner(s) after reading page above \_\_\_\_\_ Date: \_\_\_\_\_

Application Approved Subject to: \_\_\_\_\_

Application Disapproved for the Following Reasons: \_\_\_\_\_

Date Owner calls Association for finish inspection \_\_\_\_\_

Signature of ARC member after completed inspection \_\_\_\_\_ Date \_\_\_\_\_

\*\*A Defensible Space information packet is to be attached to this set of forms for the safety of all in the Meadows.