

Ludlow Bay Village Association
Architectural Review Committee Application

For all Exterior Modifications or Improvements

Owner(s) Name: _____

Building description: _____ email: _____

Approval is hereby requested to make the following modification(s) or improvement(s) as described or depicted below, or on additional pages as necessary. Please include such detail as dimensions, materials, color, size, and location which should be shown on a diagram or plan drawn to scale, if a simple narrative will not suffice. Supporting pictures are also helpful.

Please attach a copy of the proposal from the contractor along with any material brochures or samples. Include copy of license and insurance (liability and workmen's comp.)

Instructions: Complete all pages of this form, with all pertinent attachments and forward to the Ludlow Bay Village Master Association Architectural Review Committee (ARC), 70 Breaker Lane, Port Ludlow, WA, 98365, for their review. If the application is from one of the town home owners, or could impact the townhomes, the form will be made available to The Town Homes at Ludlow Bay Association Board for their review and endorsement. The LBV ARC may approve, disapprove, or return for additional documentation. The decision of the LBV ARC may be appealed to the full LBV Master Association Board.

TERMS OF AGREEMENT TO PERFORM WORK

No project may commence prior to owner(s) receiving written approval by the Ludlow Bay Village Master Association ARC.

All work is to be completed by a licensed and insured contractor

Contractors may only work during the hours of 8:00 am to 6:00 pm Monday through Saturday, unless involved in emergency repairs.

Trash must be removed off site. Contractors may not use the Town Home dumpsters. Residue from painting/grouting, etc. will not be poured down storm drains.

Owner is responsible for payment and repair for any damage done to any neighboring property or landscaping.

Owner is responsible for complying with all easements, State, and County building codes, AND TO OBTAIN ALL APPLICABLE PERMITS.

The Townhome and Master Association Boards shall be "held harmless" for any and all incidents or damages that may arise during or after the project.

If work performed is different than what was approved by the Ludlow Bay Village Association ARC, owner will be required to restore area back to its original condition.

Once approval is granted, contractor and LBV ARC representative/s shall meet for a preconstruction walk through of the site. Photographs are to be taken of the area noting current conditions and any existing damage.

Contractor shall ensure that the construction site, courtyards, streets, and neighboring homes and property are free from dirt, dust, and debris at the end of each day.

When the alterations/construction is complete, a final walkthrough shall take place between the owner, contractor and property manager to determine if any damage has occurred to neighboring homes, garages, grounds, parking areas, streets, or courtyards. Any corrective action will be taken at owner's expense.

By signing this form, owner agrees to comply with all the "Terms Of Agreement to Perform Work."

Date of Request _____

Signature of Owner _____

The Town Homes at Ludlow Bay Association Board Endorsement (If applicable):

Date Received _____

Comments:

Ludlow Bay Village Association ARC Action.

Date of Receipt _____

Approved: _____

Disapproved: _____

Returned for additional documentation (specify):

Signature: _____ Date: _____