

# Gabriel Commons Architectural Review Committee

## Request/Notification of Proposed Project

**USE THIS FORM TO REQUEST APPROVAL\* AND/OR NOTIFY BOARD\*\* OF IMPROVEMENTS YOU WANT TO MAKE TO YOUR UNIT.**

HOMEOWNER(S):

UNIT ADDRESS:

DATE:

E-MAIL ADDRESS

1. Description of proposed improvement, including drawing if appropriate. (Please be specific, including dimensions and materials to be used. Attach additional documentation such as pictures or diagrams.)
  
2. Is the cost estimated to be over \$1,000? Yes\_\_\_\_\_ No\_\_\_\_\_
3. Who will be doing the project?
4. ARC and the Board would like two (2) weeks to distribute this information to their respective members and reply back to you. When do you anticipate beginning this project?\_\_\_\_\_
5. Will the project require a permit? Yes\_\_\_\_\_ No\_\_\_\_\_ (If no, please explain why.)

If yes, please submit to the ARC: (a) a copy of the permit before the work starts, and (b) a copy of the signed-off permit upon completion of the project.

6. Does your project impinge on common space that is normally the responsibility of the homeowners association (for instance, installing a skylight or solar tube that goes through your attic, which is defined as common space belonging to the association)?  
Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, you will need to sign a waiver to assume responsibility for any effect the project may have on common space such as damage caused by the work or a later roof leak.

Are you willing to sign such a waiver? Yes\_\_\_\_\_ No\_\_\_\_\_

7. Have you discussed your plans with neighbors who may be affected by the work?  
Yes\_\_\_\_\_ No\_\_\_\_\_ Do the neighbors agree with the plan? Yes \_\_\_\_\_No\_\_\_\_\_

*\*Request:* Exterior projects, structural alterations, projects that impinge on common space, and projects that require a permit must be approved by the Board after review by the ARC.

*\*\*Notification:* Owners must notify Board in writing of any improvements valued over \$1,000.

**SUBMISSION PROCEDURES FOR PROPOSED ARCHITECTURAL CHANGES  
BY GABRIEL COMMONS HOMEOWNERS**

- A. Submit requests to the Architectural Review Committee using this application form and including any additional necessary documentation and signed waiver (below) if required. Keep copies for your records.
- B. Incomplete applications will be returned ASAP for additional information.
- C. The ARC will review complete applications to ensure compliance with Gabriel Commons HOA rules and regulations. The committee will either notify the Board or make a recommendation, as appropriate (see footnote on form). Completed applications will receive a written approval, approval with revision, or denial within 7 days of the next HOA Board meeting where the request can be considered.  
  
*Note:* The ARC and the Board will work to help homeowners achieve their proposed improvements. Our goal is to maintain a pleasing and marketable appearance while avoiding unnecessary insurance and legal costs, so that dues and assessments can be used for normal maintenance and repair needs.
- D. Approved projects should be completed in a timely manner. A review of approval will be required if the project is not fully complete within six months.
- E. If a permit is required, the homeowner needs to submit copies of the permit to the association. See request form, #4.
- F. Homeowners are responsible for informing neighbors who may be affected by their plans.

---

**WAIVER**

I agree to accept responsibility and liability as defined by GCA Resolution 01 (Maintenance Responsibilities) for any maintenance and/or damage resulting from my approved project. I further understand that, if and when I sell my unit, it is my responsibility to disclose and transfer a copy of this waiver to the buyer.

UNIT ADDRESS

PROJECT

HOMEOWNER'S SIGNATURE(S)

DATE