



**Bears Crossing Homeowners Association
Architectural Review Procedures for Bears Crossing Owners
Maximum 30 day procedure (from date received by BCMA)**

Bears Crossing Management Agent (BCMA)
Architectural Review Committee (ARC)

Please note: Any improvements such as additions, sheds, decks and other improvements that affect the Bears Crossing Storm Water Discharge Permit will be assessed a fee by the Master Association based on square footage of the improvement.

- 1) The owner will notify the Bears Crossing Management Agent (BCMA) in writing with information and drawings.
- 2) The information and plans supplied will be reviewed by management and the Chairperson of the ARC for completeness. If any additional information is needed the BCMA will notify the owner. (Any additional information required may delay this procedure beyond 30 days)
- 3) The BCMA will notify the Architectural Review Committee (ARC) supplying any information and drawings as received.
- 4) The ARC will review plans and accept or reject plan.
- 5) The ARC will notify the BCMA in writing with decision.
- 6) The BCMA will notify the owner with decision within time frame allowed by Association by - laws.
- 7) SFH's should use this form when doing any exterior (yard or house) work including but not limited to: painting, staining (provide color and brand), windows, doors (provide brand, style and exterior color), roof (shingle color/style/brand).
- 8) Condominiums cannot do anything on the exterior (windows, doors, locksets, etc.) without approval of the Architectural Committee.
- 9) Owners must supply association with any vendor's proper insurance certification before approval of any project.
- 10) **Permits may be required by the Fire Marshal's Office; Town of Dover; North Branch Fire District as well as this Architectural Review form. Please contact the following to see if you need approval: Town Zoning- 802-464-5100; North Branch Fire District (sewer plant)- 802-464-8415; State of Vermont Fire Marshal's Office- Springfield, Vt.- 802-503-2696**

**The Homeowner will use the supplied form for Architectural Review of intended plans.
Mail or email the completed form with all relevant information/documents to the BCMA:**

W&B Management
P. O. Box 1339
West Dover, VT 05356
info@wbmvt.com

This is a three page document. Please read it in its entirety

If you need any information or help filling out this form call the W&B Management Office at 802-464-5749.

Bears Crossing Architectural Review Form (Please print)

Name: _____

Primary Street Address: _____

Primary Town, State and Zip Code: _____

Primary daytime phone number: _____

Email address: _____

Bears Crossing Address: _____

Description of work: _____

If there is a proposed color change to the exterior of the home or addition be clear in the submission showing location and paint/stain color choice. Please provide a web link for color approval.

Approximate Start Date: _____ Firm Completion Date: _____

Attachments: _____

The owner, by signing the ARC form agrees that they have read the procedures on page 1. For hot tubs and final approval refer to page 3.

Owner Signature: _____ Date: _____

Guidance and Rules for Hot Tubs

The architectural review form must be filled out including a location drawing of the hot tub and any intended privacy fencing/landscaping and a web link to the model to be installed.

Hot tub installation must follow state code for installation.

Hot tubs can only be installed at a single-family home.

Hot tubs may not be visible from the main road.

Hot tub must be securely covered when not in use.

Approval must be received from abutting neighbor if in line of sight of hot tub. Approval(s)/Denial(s) to be sought by the management company from line of site owners. Approvals/Denials will be submitted with application. Disapproval by abutting owners must be reasonable and final decision will be made by the ARC.

Hot tubs must be kept in good working order and aesthetically pleasing to surroundings. If found in violation the hot tub will need to be removed or remedied. If found to be in violation a fine of \$250 will be assessed to the property owner each month until removed or remedied.

No use after 10PM, if found to be in violation a fine of \$200 will be assessed to the property owner per each occurrence.

The owner, by signing the ARC form agrees to adhere to these rules. If the owner does not follow these rules then the Association has the right to force the owner to remove the hot tub or the Association will remove the hot tub and assess the owner the cost.

Owner Signature: _____ Date: _____

Date received by BCMA: _____ Date received by ARC: _____

Plan accepted: _____ Plan rejected: _____

Signature ARC Member: _____

Print ARC Member name: _____

Reason(s) rejected: _____

Project Final Approval

Final inspection of project at completion will be done by the Property Owner, Head of Architectural Review and the Property Manager to ensure project was completed as submitted and approved.

Property Owner: _____ Date: _____

Head of Architectural Review: _____ Date: _____

Property Manager: _____ Date: _____

Owner Signature: _____ Date: _____

Board Approval: _____ Date: _____

Signed (Owner): _____ Date: _____