



ARCHITECTURAL REVIEW COMMITTEE (ARC)

CHANGE REQUEST FORM

As per the CC&Rs and the 2024 Resolution #10002 there are certain changes to any improved lot which will require an approval from the ARC (or the BOD when there are not enough volunteers to sit on the ARC). Please be aware that *any* changes or additions to an improved lot may require approval, so it is highly recommended that homeowners fill out this Change Request Form and submit to the ARC or the BOD prior to making *any* changes to an improved lot. All approvals pertain to neighborhood aesthetics and congruency only. Homeowners accept all responsibility for obtaining any City of Eugene permits which may be needed and for determining whether the changes desired are in compliance with all governing documents of the Association. Approvals are subject to homeowner releasing the ARC, the BOD, and the HOA from any liability for noncompliance of said documents.

Please briefly describe the changes you want to make to the property below. Any structural changes also require a map of the property which shows both sides of the lot, where the home sits on the lot in relation to streets and other properties, and where the proposed changes will be located. If color changes are being asked for, please also submit color samples.

Homeowner Name: _____ Address: _____

Phone # _____ Email _____ Date: _____

You will receive confirmation of receipt of your submitted form within 48 hours of submission. If you do not receive confirmation of receipt, please reach out to the ARC or the BOD. The ARC will, as per the CC&Rs, provide a determination within 45 days of receipt of the properly submitted form.

FOR ARC/BOD use only:

Date Received: _____ Date Approved: _____ Date Denied: _____

Name of Board or Committee Member _____

Signature of Member _____ Date: _____