



**Bridle Springs Home Owners Association**

**PO Box 1587**

**Albany, OR 97321-0469**

Request Date: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address of Property, if different: \_\_\_\_\_

*If you need any clarification or assistance with this form, please contact the community manager at (541) 259-1284 or [office@hubcitypm.com](mailto:office@hubcitypm.com). It is to your benefit to contact neighbors who may be affected by your proposal, as the ARC will usually consider impact on neighboring lots.*

**USE THIS FORM FOR ANY EXTERIOR FEATURE *except* EXTERIOR PAINT  
(there is a separate form for exterior paint requests)**

☐ **Landscaping / Shrubbery / Trees:** *(Attach a lot layout showing the landscaping location.)*

Types: \_\_\_\_\_ Locations: \_\_\_\_\_

Planting Size: \_\_\_\_\_ Mature Size: \_\_\_\_\_

☐ **Shed / Fence:** *(Attach a lot layout showing the location and a picture/drawing the shed or fence.)*

Location: \_\_\_\_\_ Type: \_\_\_\_\_ Material: \_\_\_\_\_

Size: \_\_\_\_\_ Color: \_\_\_\_\_

☐ **Deck / Gazebo / Pergola / Trellis:** *(Attach a lot layout showing the location and a picture/drawing.)*

Type: \_\_\_\_\_ Location: \_\_\_\_\_ Size: \_\_\_\_\_

Material: \_\_\_\_\_ Height off Ground: \_\_\_\_\_ Color: \_\_\_\_\_

☐ **Play Equipment / Swing Sets:** *(Attach a lot layout showing the location and a picture/drawing.)*

Location: \_\_\_\_\_ Description: \_\_\_\_\_

Material: \_\_\_\_\_ Color: \_\_\_\_\_ Size: \_\_\_\_\_

☐ **Other Feature(s) (retaining walls, ponds, water fountains, rock ornamentation, walkways, etc.)**  
*(A lot layout showing the location of the proposed feature and a picture of the item must be attached.)*

Feature Description: \_\_\_\_\_

Location: \_\_\_\_\_ Color: \_\_\_\_\_ Size: \_\_\_\_\_

Material: \_\_\_\_\_

**Additional Information or Comments may be included on additional pages.**

**Architectural Review Committee Decision:**

**Approved** ☐ **Disapproved** ☐

**ARC requirements or comments:**

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- *Structure and site preparation shall not in any manner adversely affect or interfere with the established drainage patterns over any neighboring lot or adjacent common areas.*
- *Homeowner shall comply with all federal, state, and local land use regulations.*
- *It is the homeowner's responsibility to contact the City of Albany building department to determine if a building permit is required. ARC approval does not indicate City approval. ARC application approval is voided if an owner does not apply for a building permit and receive final approval from the building department when a permit is required for a project.*

**ARC Representative's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All Architectural Review Control Request Forms will be reviewed within 20 business days of receipt by the Committee.

**This Project      DOES      DOES NOT      Require a project completion form**

Send request and finished Project Completion Form (if required) to:

**Bridle Springs Home Owners Association**

**PO Box 1587**

**Albany, OR 97321-0469**

or [office@hubcitypm.com](mailto:office@hubcitypm.com)

**The official ARC response will be sent to the email address listed in the first page of the form or to the email address on record for the lot noted in the form. The email will give an option to receive the response of the Architectural Committee via US Mail.**

In addition to all costs incurred by the Owner in completing this project, the Owner shall be responsible for any costs incurred by the Association as a result of the work performed on this project, including but not limited to additional expense incurred to obtain and/or record legal documents, conduct required inspections, and to perform maintenance required by the rules of the Association or any governmental agency.

The Owner shall be responsible for all damage to property, injury to persons, and loss, expense, and inconvenience that may be caused by, or result from, the work performed on this project, and from any act, omission, or neglect of the Owner and its contractors and agents.

The Owner shall indemnify, defend (with counsel approved by Association), and hold harmless the Association and its officers, directors, agents, and members from and against all liabilities, damages, losses, claims, expenses (including reasonable attorney fees), demands and actions of any nature whatsoever which arise out of, result from, or are related to (a) any damage, injury, loss, expense, or inconvenience resulting from work done on this project, (b) any accident or occurrence which happens or is alleged to have happened at the project site, (c) any lien filed upon the project or bond claim in connection with the work (whether the lien is filed against the Owner or the Association).

## Project Completion Form

Owners Name \_\_\_\_\_

Date: \_\_\_\_\_

Street Address \_\_\_\_\_

ARC Request Form for this work was originally applied for on \_\_\_\_\_

I state with my signature below that the work has been finished completely and according to the form.

Signature: \_\_\_\_\_