

## **Sahalé Townhomes Common Building Improvement ARC FORM SUBMITTAL INSTRUCTIONS**

This Form is for submitting an improvement application for an entire multifamily residential building that spans several lots within Sahalé Townhomes, part of River Crossing HOA. This Form should not be used by an individual owner in submitting an improvement application that only involves their specific property.

In the absence of an established Architectural Review Committee, the Board of Directors shall serve in its place. Please review the steps outlined below for submitting your Common Building Improvement request then submit as described.

### **STEP 1 – SUBMIT FOR REVIEW**

Written approval is required in advance of all exterior changes within River Crossing HOA. One ARC Form is submitted by the collective Building Owners, which also includes a section for each Building Owner to sign acknowledging their approval of the project.

*If all owners sign to acknowledge their approval*, the ARC follows the typical review process.

*If at least a majority but less than all owners sign to acknowledge their approval*, the ARC will arbitrate to render a decision on the request. There will be an assessment to the Building Owners for arbitration related to administrative fees and costs incurred in the rendering of the ARC decision. The ARC reserves the right to outsource any part of the arbitration process at the expense of the Building Owners.

*If less than a majority of owners sign to acknowledge their approval*, the ARC is automatically denied. At least a majority of Building Owners must sign the Sahalé Townhomes Common Building Improvement ARC Form in order for the ARC to consider the request.

### **STEP 2 – RESPONSE**

Depending on the nature and complexity of the improvement, requests with an approval signature from all Building Owners typically receive a response within two to four weeks. Be sure to leave ample time for the approval process when planning your project timeline.

*If the ARC is approved*, your improvement may be scheduled and must be completed within the timeframe specified in the ARC. A supplemental ARC Form is required if the improvement specs or timeline change.

*If the ARC is not approved*, your improvement may not proceed as submitted. The Building Owners may consider reaching out to the ARC to inquire if the request can be modified to gain approval.

If your project is necessary maintenance required to uphold community standards, the affected Building Owners must negotiate until all are in agreement or be willing to pay the expense of arbitration prescribed by the ARC (as per Article 4.7 of the Sahalé Reciprocal Easement Agreement with Covenants Conditions & Restrictions dated March 16, 2007). Arbitration expenses vary relative to the circumstances of each ARC request.

### **STEP 3 – EXECUTION**

If/when your project is approved, Building Owners work directly with their chosen contractor(s) to plan and execute the project in the timeframe submitted on the ARC Form. If access is needed over the common areas, a designated Building Owner will navigate logistical needs with Rockwood Property Management.

The HOA is not a party to the Building Owner's contract with their contractor(s) nor does it manage or control the cost, quality control or exchange of funds between the Building Owners and their contractor(s). Building Owners are responsible for their contractors. Please keep a clean and safe work area and adhere to all City Codes in regards to construction noise and nuisance.

If changes are necessary after work begins, a supplemental ARC approval is required.

**Sahalé Townhomes Common Building Improvement  
BUILDING OWNER ACKNOWLEDGEMENT AND APPROVAL**

We, the undersigned Owners, acknowledge the need and/or desire for the improvement detailed in the attached Sahalé Townhomes Common Building Improvement ARC Form and hereby approve of the submission of this form to the Architectural Review Committee for consideration and if approved, will support the execution of the improvement detailed herein.

If approved by the ARC, we understand that each Owner is liable for the appropriate performance, progress and payment of the improvement. The Association will not mediate or collect on behalf of the Building Owners. However, should the improvement deviate from the approved request or otherwise violate the Governing Documents, the Association may employ the enforcement mechanisms detailed in the Governing Documents in order to gain compliance.

We further understand that if the requested improvement is necessary maintenance required to uphold community standards, the affected Building Owners must negotiate until all are in agreement or be willing to pay the expense of arbitration prescribed by the ARC (as per Article 4.7 of the Sahalé Reciprocal Easement Agreement with Covenants Conditions and Restrictions dated March 16, 2007).

***By signing below, you acknowledge and agree to the submittal instructions and improvement(s) detailed in the attached ARC Form.***

**OWNER  
#1**

ADDRESS: \_\_\_\_\_

PRINT OWNER'S NAME: \_\_\_\_\_

OWNER'S SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

**OWNER  
#2**

ADDRESS: \_\_\_\_\_

PRINT OWNER'S NAME: \_\_\_\_\_

OWNER'S SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

**OWNER  
#3**

ADDRESS: \_\_\_\_\_

PRINT OWNER'S NAME: \_\_\_\_\_

OWNER'S SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_



## ARCHITECTURAL REVIEW COMMITTEE COMMON BUILDING IMPROVEMENT FORM

*In accordance with Architectural Review Committee requirements, please submit a detailed description of your planned common building improvement project. Please be specific and include the supplemental documentation outlined at the bottom of this page.*

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Anticipated Completion date: \_\_\_\_\_

Proposed Improvements:

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Contractor's Name(s): \_\_\_\_\_

**Incomplete applications will be returned to the requestor. To expedite your application, please include the following documentation with this application:**

- Aerial view of the subject property (a Google Maps image is acceptable).
- Photos of subject property and neighboring homes, if any.
- A copy of the scope of work drafted by your contractor.
- Physical samples of each color, texture and/or finish indicated in your project. Color samples cannot be sent by email, a factory issued sample or homemade paint chip must be delivered along with this Form.
- Photos or brochures of any products to be installed, built or used in your project (IE fencing or decking).
- Detailed diagram of new installation(s), dimensions (height X width X length) and intended location on the property.

Completed applications and all supporting documentation should be sent to Rockwood Property Management as follows:

Email: [hoa@rockwoodpm.com](mailto:hoa@rockwoodpm.com) Fax: (509) 458-5862 Mail: 1421 N Meadowwood Ln #200  
Liberty Lake, WA 99019

**PLEASE ALLOW UP TO 30 DAYS FOR APPROVAL  
WORK MAY NOT BEGIN UNTIL YOUR PROJECT IS APPROVED IN WRITING**