BEECH TREE
PROPERTY MANAGEMENT

Dear Property Owner,

Attached is an "Architectural Control Committee (ACC) – Design Review Request Form." Any addition or change to the exterior of your home or property requires approval by the Homeowners Association. The form must be filled out, and written approval given, prior to any work being started. This includes fences, screen enclosures, satellite dishes, major landscaping additions, exterior paint color changes, etc.

The proposed start date for your project must allow adequate time for the ACC committee to review your request. To avoid approval delays on an extensive/complicated project, additional explanatory materials such as architectural drawings, sketches, pictures, contractor's specifications, lists of materials, paint samples, etc. must be included with the request.

Please refer to your Castlebrook and Chesterfield HOA Governing Documents for explicit details. You may send e-mail to office@beechtreemanagement.com or call their office at 208-484-4801 for more information. This required policy should ensure that the community maintains certain standards and an overall desirable appearance.

The attached application and any supporting documents should be submitted by email or by mail to:

Castlebrook and Chesterfield Homeowner's Association
1710 South Wells Avenue, Suite 110
Meridian, ID 83642

Please allow two - four weeks for the appropriate review and decision.

Sincerely,

Castlebrook and Chesterfield Homeowner's Association

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Notification of Neighbors

Neighbors should be notified of your application; however, this notification does not constitute approval by the neighbor. Nor does the lack of initials by a neighbor mean that this application will be denied. Approvals are only granted by the ACC but notification of the neighbors is encouraged and will assist and possibly accelerate the review process.

Address of Neighbors in line of sight of modification:	Initial of Neighbor:	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IMPORTANT: No work should be commenced until written approval is received from the ACC.

The authority of the Architectural Review Committee ("ACC") is derived from the Declaration of Covenants, Conditions and Restrictions ("CCRs"). Applicant acknowledges that all improvements must be constructed in accordance with the design guidelines contained in the CCRs in addition to any guidelines or rules adopted by the Association or ACC from time to time. All improvements must be constructed in accordance with the laws, rules, regulations, and building codes of governmental authorities having jurisdiction. Approval of this application does not constitute approval by any governmental authority, nor does it constitute a building permit.

Approval of this application does not give Applicant the right to enter upon the property of any other owner or the common area in order to perform the construction contemplated by this application.

Applicant certifies that the information contained herein is true and correct to the best knowledge and belief of Applicant.

Applicant Signature: _____ Date:_____

Architectural Control Committee – Design Review Request Form

One project - or section of big projects - per form please

Subdivision (HOA) Name: _____

Date Submitted: _____ **Owner's Name:** _____

Property Address: _____

Phone Number: _____ Email**:** _____

Request Based on Disability (if applicable): ☐ Supporting documentation enclosed with application. ☐

Shed ◯ **Patio Cover/Extension** ◯ **Landscaping** ◯ **Building Addition** ◯ **Fence** ◯ **Other** ◯

Complete Description of Planned Project:

_____

Attach the Following, As Applicable (complete information facilitates processing):

- Drawing and/or map with dimensional details
- Product brochure and/or picture
- Sample materials
- Paint or stain color chips

Submit This Form & Attachments To: **Email: hoa@beechtreemanagement.com**
OR mail: Beech Tree Property Management
1710 S. Wells Ave., Suite 110
Meridian, ID 83642

REVIEW PROCESS (*Allow 2-4 Weeks for Processing*):

Date Received By BTP Management: _____ Received Via: _____
Date Forwarded To Committee: _____ Sent Via: _____

DECISION (Include CC&R Sections Where Appropriate):

_____ **Approved**, with the following conditions: _____

_____

_____ **Not Approved**, for the following reasons: _____

_____

ACC Member Signature: _____

ACC Member Signature: _____

ACC Member Signature: _____

Date Decision Received By BTP Management: _____

Date Response Letter (copy attached) Sent to Resident: _____

FOLLOW-UP (if applicable): _____

_____