

Wood Ridge Homeowners Association, Inc.

ARCHITECTURAL REVIEW COMMITTEE

APPLICATION FOR DESIGN REVIEW

PLEASE COMPLETE AND SUBMIT TO:

David Roberts
Western Mountains Property Management
33 Hunter Circle, Suite #1
PO Box 9365
Kalispell, Montana 59904
Off: 406-257-1302 Cell: 406-253-2840
DRoberts@WesternMountains.com

Make Checks Payable to:

Wood Ridge Homeowners Association, Inc.

LOT Information

Street Address _____ Lot # _____

APPLICATION TYPE

Application Type	Non-Refundable Design Review Fee	Refundable Security Deposit
<input type="checkbox"/> New construction or remodel	\$350.00	\$2,500.00
<input type="checkbox"/> Water Hook-Up Fee	\$600.00	\$0.00
<input type="checkbox"/> Landscape, fence and/or other site review	\$100.00	\$0.00

***Check appropriate box.*

The Design Review Fee is non-refundable. Any unused portion of the refundable security deposit shall be returned upon completion of the project. The inadequacy of the refundable security deposit does not in any way limit the extent of a violator's liability to fully pay the cost due or incurred for remediation or loss.

REGISTERED LOT OWNER

Name: _____ Phone: _____

Cell Phone: _____ Email Address: _____

Mailing Address: _____

APPLICANT (IF OTHER THAN OWNER)

Name: _____ Phone: _____

Cell Phone: _____ Email Address: _____

Mailing Address: _____

Wood Ridge Homeowners Association, Inc.

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If an owner is not making the submission, provided form Appendix 1 "Owner Authorization Form" to authorize a designee to act as agent on behalf of owner

OTHER CONTACT INFORMATION

Builder/Contractor: _____ Phone: _____

Email Address: _____

Mailing Address: _____

License Number: _____

Architect: _____ Phone: _____

Email Address: _____

Landscape Architect: _____ Phone: _____

Email Address: _____

Attach additional pages if necessary (surveyor, designer, etc.).

DAMAGE

Damage and scarring to property other than the lot, including, but not limited to, open space, other lots, roads, driveways, concrete curbs and gutter, irrigation lines, and/or other improvements, resulting from construction operations will not be permitted. If any such damage occurs, it must be repaired and/or restored, promptly at the expense of the Owner.

Prior to starting construction, the lot Owner and the Contractor should take the time to photograph and notify the Committee in writing of any pre-existing damage. Pre-existing damage, should any exist, must be documented and photographs provided.

☐ Pre-existing damage
Check appropriate box if appropriate

If pre-existing damage attach additional pages with description and photographic documentation.

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SUBMITTALS

The applicant shall also submit the following as per the Wood Ridge **Declaration of Covenant Conditions and Restrictions**:

1. **Owner agrees to adhere to Wood Ridge Declaration of Covenant Conditions and Restrictions – “Article VII Protective Covenants, Sections 7.1 - 7.33 pages 12- 17” of attached document.**
2. Two sets of site plan that includes house location, pathways, driveways/parking, Septic Area and clearly marked setback lines.
3. Two sets of Landscape plans showing property lines, clearly marked setbacks lines, Brand and Model of Sprinkler/Irrigation Control System, material to be employed in each area, the number and type of trees and shrubs and fences, site walls, hedges, etc. (if any).

All Sprinkler/Irrigation Control Systems must be WiFi Smart Sprinkler Controllers AKA Smart Irrigation WiFi Sprinkler Timers that can be programed not to water when rain forecast is above 40 to 50%

4. Two sets of floor plans and Roof plans with Roof Pitch indicated on plans.
5. Two sets of Exterior elevations of all sides of the residence designating all exterior materials and colors including windows, doors, garage doors, siding, trim and roof. Exterior elevations must also clearly show dimensions including height.

If requested, applicants may also need to provide a **CONSTRUCTION MATERIALS SAMPLE BOARD** similar to that attached in Appendix #7.

OTHER

The applicant hereby acknowledges that he/she has received and read the most recent version of the Declaration of Covenants, Conditions and Restrictions of Wood Ridge and agrees to abide by these guidelines and other relevant documents.

The applicant hereby acknowledges that the deposit shall be held and utilized as a security fund from which the HOA may draw to apply toward the cost of remedial work which may have to be undertaken as a result of damage as a result of construction taking place on a Lot. The inadequacy of the cash deposit does not in any way limit the extent of a violator’s liability to fully pay the cost due or incurred for remediation or loss.

The applicant hereby acknowledges that this Design Approval when granted shall be for a period of 1 year from the approval date hereof. If construction is not commenced within such (1) year period, plans must be resubmitted, and a new approval secured.

The applicant hereby acknowledges that once approved, no changes may be made without written approval from the Architectural Review Committee.

Wood Ridge Homeowners Association, Inc.

ARCHITECTURAL REVIEW COMMITTEE

The applicant hereby agrees to give written notice to the HOA's Architectural Review Committee of the date construction is started. Deliver said notice to Western Mountains Property Management attention David Roberts.

The applicant hereby acknowledges they have read Appendix #6 below

INFORMATION SHEET FOR BUILDERS AND NEW HOMEOWNERS

Include check payable to: Wood Ridge Homeowners Association, Inc.

Signed: _____ Date: _____

Name: _____
Owner or Authorized Agent

Received by: _____ Date: _____

Name: _____

APPENDIX #5

OWNER'S AUTHORIZATION FORM

This agreement dated this _____ day of _____, 20____, shall authorize the Wood Ridge Homeowners Association, Inc. to recognize as my Designated Agent:

_____, to represent me on all matters relating to the construction on Lot # _____ located at the street address of _____, Columbia Falls, MT 59912.

DESIGNATED AGENT

Name: _____

Address: _____

Phone Number(s): _____

Email Address: _____

I understand and agree that I am responsible for the actions of my Agent and that this authorization shall continue until _____ or my written notice to the Wood Ridge Homeowners Association, Inc. to terminate this authorization has been received by the members.

Agreed to and accepted this _____ day of _____, 20____.

By: _____
Property Owner

By: _____
Designated Agent

Accepted by the Wood Ridge Homeowners Association, Inc.

By: _____ Date: _____

Wood Ridge Homeowners Association, Inc.
PO Box 9365
Kalispell, Montana 59904

APPENDIX #6

INFORMATION SHEET FOR BUILDERS AND NEW HOMEOWNERS

Welcome to the Community! Building a new home is an exciting process and we want to help your project be as pleasant and satisfying as possible. The Wood Ridge Homeowners Association, Inc. Architectural Review Committee has these suggestions to help your project go smoothly.

1. Wood Ridge is a private subdivision, which is governed by the Wood Ridge Homeowners Association, Inc. Board of Directors. Every Lot Owner is responsible to become familiar with the DCC&R and strictly abide by these documents. Non-compliance will result in administrative action including fines and could lead to legal action if a lot owner displays long-term non-compliance. The board prefers to be proactive and not reactive or punitive. If you are unsure whether your situation will be compliant with the covenants, please consult with HOA before proceeding with your plans. The covenants are written for the protection of all homeowners and are enforced for everyone's benefit.
2. Lot Owners are responsible for actions of Contractors, employees and subcontractors. Please observe all speed limits, do not park on roadways, and keep construction sites tidy.
3. It is the responsibility of property owners to abate all noxious weed growth on their lots. The weeds should be destroyed before seed stage.
4. When building a home, common sense and good communication goes a long way toward making a project successful. If you are unsure about anything on your project, please contact the Architectural Review Committee. Many issues can be answered with a phone call or a decision can be made within 48 hours to keep your project moving. Also, if you are a builder or homeowner, when starting your project take the time to introduce yourself to the neighbors in the finished properties next to you. Give them your name and number so they can contact you if they have question or concerns. Remember if you are unsure, always ask, do not assume. Wrong assumptions can be frustrating and expensive, and we would all like to avoid that.
5. Once construction is started give written notice to the HOA's Architectural Review Committee of the date construction was started. Deliver said notice to Western Mountains Property Management attention David Roberts.

Sincerely,

Wood Ridge Homeowners Association, Inc.
Architectural Review Committee
PO Box 9365
Kalispell, Montana 59904

APPENDIX #7

CONSTRUCTION MATERIALS SAMPLE BOARD

Wood Ridge Homeowners Association, Inc. requires you to submit a Construction Materials Sample Board outlining the materials to be used during any type of construction or reconstruction to your home or lot. The Architectural Review Committee recommends a sample board to look as follows:

2' width

4' height

Roof Materials:		
Timber Details & Doors:		
Fascia / Soffit / Trim:		
Board & Batten:	Window Materials:	Gable & Shingles:
	Other:	
Siding Materials:	Description:	
Driveway & Sidewalks:	Description:	
Rockwork:	Description:	