

**STONEGATE CONDOMINIUM ASSOCIATION
Architectural Request (ARC) Form**

C/O Snow's Management, Inc. Services 2701 Fairbanks Street, Suite A
Anchorage AK 99507
565-8333 (phone) 563-8313 (fax)
Email: info@snowsmanagementak.com

Note: Please submit this request well in advance of your intended start date. Any improvements made to the exterior of a unit must be consistent with the style and character of the Association.

Owner Name: _____ **Date Submitted:** _____
Unit Address: _____
Mailing Address: _____
Daytime Phone: _____
Start Date of Project: _____ **Completion Date:** _____

Please specify the type of request you are making. All are homeowner expenses.

_____ Storm Door Installation (Complete Section A) _____ Window Installation (Complete Section D)
 _____ Front Door Installation (Complete Section B) _____ Satellite Dish Installation (Complete Section E)
 _____ Back and French Door Installation (Complete Section C) _____ Garage Door Installation (Complete Section F)
 _____ Other (Backyard Decks, Hot Tubs, etc.) (See Section G – attach separate page with description)

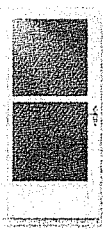
Section A – Storm Door Installation

Storm Door installation must comply with bylaws and guidelines related to homeowner responsibility.

Door Brand & Model: _____ **Door Color:** Brown Only

Door Style: _____ **Fill Glass/Screen** _____ **2 Panel Glass/Screen**

Please circle the image that most closely resembles the door you intend to install. Highlight any difference by marking the schematic and providing details in Section G of this request. Please note: The kick plate / panel may not be larger than 18" tall and its best to use anodized painted doors where paint is already baked on.



*Do not use
white doors
and try to
paint them.*



**Front Door
replacements
will be of this
style door**

Note: Damage/repair/replacement to / of porch light fixture due to storm door installation will be at the owners expense.

Section B – Front Exterior Door Installation

Front Doors should be a standard 36" pre-hung doors. (The style should match the doors shown above, behind the storm door.) Paint provided by Board Member or Property Management. Homeowner required to prime and paint to match current door color, if installed during a year there is no exterior painting scheduled.

Section C – Back & French Doors

Prior to submitting your ARC request please ensure your request is in compliance with the bylaws related to homeowner responsibility. French double doors are permitted. They can be sliding or swinging doors. The frame must be painted to match existing trim colors selected by the Association.

Permissible Frames: _____ **Wood** _____ **Vinyl (Color: tan only)** _____ **Steel**

Please provide detailed information regarding your request on a separate page - per section G.

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Section D – Window Installation

Prior to submitting your ARC request please ensure your request is in compliance with the bylaws related to homeowner responsibility (see window guideline sheet). Crank style casings or sliding windows, NO grids, patterned or stained glass.

Permissible Frames: _____ Wood _____ Vinyl (Color: tan only) _____ Fiberglass

Please provide detailed information regarding your request on a separate page - per section G.

Section E – Satellite

_____ **Satellite Installation**

Only one satellite dish per building is permitted per provider. If more than one unit per building wants satellite service, they will need to be interconnected to share the same satellite dish for that provider if one is already installed. The satellite dish will be placed on the back side of the roof and be position to be as far out of sight as possible. Monthly bills are the responsibility of the unit owner or tenant.

Section F – Garage Door

Homeowners wishing to replace the original wooden garage doors will be asked to purchase metal insulated doors that are a dark brown in color.

Section G – Description

Please include (as a separate attachment) complete information necessary for the Board to thoroughly understand anticipated improvements; such as height, length, size, shape, color, materials to be used, exact location, etc. Include photographs, sketches, brochures and/or copies of your plat or unit schematic.

I understand that under the Deceleration and By-Laws, the Board of Directors will act on this request and provide me with a written response of their decision, I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received a written response from the Association.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by myself or a contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit Owners.
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
7. I will be responsible for complying with, and will comply with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that Stonegate Condominiums, its Board of Directors, its agent and committee have no responsibility with respect to such compliance and the Board of Directors approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications or work comply with any law, code, regulation or government requirement.
8. The contractor is: _____

The Board of Directors will respond to this request within 30 days. A written response will be sent to the requestor. The project cannot be started until written approval is received. Failure to file a request can result in the Stonegate Homeowners Association requesting removal of the alteration at your expense.

Section H – Status (For Office Use Only)

Date: _____ **Reviewed By:** _____ **Status:** _____

Notes: _____