

Bella Vista Townhouse Association

E. Mail: bvtha@sbcglobal.net

Web site: www.bvth.com

P. O. Box 5301

Phone/Fax 479-855-9328

Bella Vista, AR 72714

APPLICATION PROCEDURE FOR BUILDING AND SITE IMPROVEMENTS

All Building or site modifications or improvements including additions such as carports, deck extensions, deck enclosures, deck additions, awnings, etc. and outside painting (change of color), in Townhouse Units are to be approved by both the Townhouse Board of Directors and the Bella Vista Architectural Control Committee. Any improvement that constitutes a change in the landscaping is to be replaced and corrected at the expense of the homeowner and/or contractor.

All construction and changes require the preparation of adequate engineering drawings, plans, and specifications showing the following:

- a. All dimensions, i.e., length, depth, roof structure, number of posts, depth of posts in the ground, storage areas, facing on posts: stone, brick, wood, etc.
- b. Support posts properly anchored in a concrete footing 18" to 24" in the ground.
- c. Corner posts shall be notched to accept the main headers.
- d. The main headers shall be bolted on to the corner post with two (2) ½ inch diameter galvanized bolts on each end.
- e. Roof edge of all carports to be at least 12 feet from center of street.
- f. Beams to be 2 X 12 plus ½ to ¾ "plywood between or laminated beams.
- g. All materials to be the same as previously used in the area. All corner posts or pillars to be no less than 16 X16 brick or native stone on wood depending on what is in the area. All 4X4, 4X6 or 6X6 have to be covered.
- h. All construction will be by approved drawings and specifications only. "NO DEVIATION FROM THIS PRINT" stamp to be applied.
- i. Drawings to show all views, i.e. plan, elevations, side, end, isometric, etc., as necessary to permit Townhouse Board to follow construction as approved.
- j. Starting date of construction must be within three (3) months of permit date and the Townhouse General Manager must be notified of the starting date. Completion must be within sixty (60) days after start of construction, unless extension is approved by the General Manager.
- k. The Townhouse Association appointed committee will monitor the building or improvement project.
- l. Applicants must include gutters and/or splash guards on carport additions or deck enclosures to keep water from draining onto sidewalks or other townhouse decks, also limited common property.

The following procedures must be followed:

1. The "APPLICATION FOR ARCHITECTURAL CONTROL COMMITTEE APPROVAL" must be obtained from the Townhouse Association office located at # 2 Cora Circle.
2. Consent forms must also be obtained from the Townhouse office. Signatures should be obtained from the Townhouse Owners on either side unless consent is waived by the Board. Obtaining these signatures will be the responsibility of the homeowner. These must be signed and returned to the townhouse office at least ten (10) days prior to the Board meeting. They can be faxed to 479-855-9328.
3. The name of the "Contractor" must be shown on the "ACC" form before it can be approved by the President of the Townhouse Board.
4. The application for permit, signed consent forms, copy of the plans, drawings and specifications, as indicated above must be delivered to the Townhouse Association Office at least 10 days before the next scheduled regular monthly Townhouse Board meeting. No fee will be charged unless work starts before approval is granted.
5. If necessary, all major construction plans will be submitted by the General Manager to a CCI architect to be sure they will blend in the area.
6. The ACC will approve as necessary the application and issue a permit after receiving the recommendations from the Townhouse Board of Directors.
7. The Townhouse Board of Directors will have the authority to approve for improvement any application when the Owners on each side do not reply to the letter of consent given or mailed to them for their consideration within ten (10) days or if the objections appear to be unreasonable after all considerations.
8. If roofs now have shake shingles they must be replaced with an architectural covering. You cannot go back with shakes, unless it is a repair.
9. If you want to change the paint color of the townhouse and/or deck everyone in adjoining units must all agree on a color and paint at the same time. Color must be approved by Townhouse Board and the ACC.
10. License agreement, if applicable, must have signature(s) notarized.

Bella Vista Townhouse Association
Revised 12/22/03 / Revised 11/17/05
Revised 8/16/06 / Revised 6/27/07

APPLICATION FOR CONSTRUCTION APPROVAL
FOR MISCELLANEOUS IMPROVEMENTS

LOT _____ BLOCK _____ SUBDIVISION _____

OWNER _____ ADDRESS _____

CONTRACTOR _____

1. DESCRIPTION OF CONSTRUCTION _____

I certify that the above, together with attached plans and /or specification, constitute a true description of the proposed new construction, and that the location on the site will be in accordance herein. ALL NEW CONSTRUCTION MUST MATCH EXISTING.

If application is for siding check applicable line below:

____ Siding to be vertical ____ Siding to be horizontal

Foundation color must match unit.

2. INSURANCE: Proof of Workman's Compensation coverage for the prime contractor must be provided, or I, _____ DO HEREBY CERTIFY that I will comply with the Workman's Compensation laws, and will obtain certificates from all subcontractors at the time of their arrival onto the construction site.

3. DECLARATON: In the event that any construction is begun or commenced prior to receiving the approval of the Architectural Control Committee (ACC), appropriate action can be taken in Chancery Court to enjoin and stop any further construction, under the provisions of ARTICLE XV, SECTION 3 of the Declaration.

4. FEE: No fee is charged by the Townhouse Association unless work starts prior to approval. All applications must be received at least 10 days prior to the Board meeting. Fees may be charged by the BVVACC.

5. Neither the Townhouse Association, ACC, nor the Bella Vista Village Property Owner's Association will be responsible for the workmanship, safety, quality, or conformity with contractual agreements. This matter is between the property owner and the contractor.

6. ACCEPTANCE: The ACC has reviewed this application, and construction is approved, subject to the following recommendations:

SIGNATURE _____ Property Owner, Date _____

SIGNATURE _____ ACC Administrator, Date _____

SIGNATURE _____ BVTHA Board President, Date _____

BELLA VISTA

Townhouse Association

NOTICE OF IMPROVEMENTS

Your neighbor(s) at _____, who owns the townhouse adjacent to your townhouse, is proposing the following improvements as shown in the attached drawing:

You as a neighbor and townhouse owner have the right to approve or disapprove any construction. The Townhouse Board of Directors will have the authority to approve for improvement any application when the Owners on each side do not reply to the letter of consent given or mailed to them for their consideration within ten (10) days or if the objections appear to be unreasonable after all considerations. This will be presented to the Board of Directors at their meeting on _____.



Name: _____

Address: _____

Comments: _____

Signature

Return to:
Bella Vista Townhouse Association
P. O. Box 5301
Bella Vista, AR 72714

P. O. Box 5301, Bella Vista, AR 72714 (479) 855-9328

BELLA VISTA

Townhouse Association

NOTICE OF IMPROVEMENTS

Your neighbor(s) at _____, who owns the townhouse adjacent to your townhouse, is proposing the following improvements as shown in the attached drawing:

You as a neighbor and townhouse owner have the right to approve or disapprove any construction. The Townhouse Board of Directors will have the authority to approve for improvement any application when the Owners on each side do not reply to the letter of consent given or mailed to them for their consideration within ten (10) days or if the objections appear to be unreasonable after all considerations. This will be presented to the Board of Directors at their meeting on _____.



Name: _____

Address: _____

Comments: _____

Signature

Return to:
Bella Vista Townhouse Association
P. O. Box 5301
Bella Vista, AR 72714

LICENSE AGREEMENT

WHEREAS, _____,
whether one or more, (hereinafter referred to as the "Licensee") of _____
_____ (mailing address)
has made an application and is seeking approval for constructing improvement
or maintenance upon Limited Common Property; and

WHEREAS, The Bella Vista Townhouse Association, Inc. (hereinafter
referred to as the ("Townhouse Association") by virtue of its authority under the
Declaration and Protective Covenants of Bella Vista Village, Arkansas is the owner of the Limited
Common Property as designated upon the plats of the various townhouse complexes located within
Bella Vista Village for the purposes specified in said Declaration; and

WHEREAS, the Townhouse Association agrees to grant a license for the use of Limited
Common Property to the Licensee fro the limited purposes set forth in this License Agreement,

NOW, THEREFORE, _____, the
Licensee, is granted a license to use a portion of Limited Common Property as described herein and
for the purposes set forth herein subject to the terms and conditions of this License, specifically:

1) Licensee shall have a license to _____

2) Licensee understands and agrees that the grant of this license is an accommodation
to the Licensee by the Townhouse Association and that the use or occupation of any Limited Common
Property or the construction of improvements or any modifications to the Limited Common Property
shall not ripen into a claim against the Limited Common Property by the Licensee.

3) All improvements and structure to be located on any Limited Common Property must
be approved by the Townhouse Association and the Architectural Control Committee of Bella Vista
Village, Inc. and the City of Bella Vista.

4) Licensee shall remove any improvements or structures located on Limited Common
Property subject to this license upon demand by the Townhouse Association.

5) This license is not assignable or transferrable without written approval of the
Townhouse Association.

Dated this ____ day of _____, 20____.

Licensee

Licensee

BELLA VISTA VILLAGE
ARCHITECTURAL CONTROL
COMMITTEE



TOWNHOUSE VARIANCE

A variance is requested for an encroachment over a portion of the underground utilities adjacent to and pertinent to Lot _____, Block _____, a Townhouse Subdivision in Bella Vista Village, for the placement of a structure as per enclosed drawings.

Upon approval of request for construction, over the portion of underground utilities, the owner is reminded that if this area is ever needed at a later date for the purpose of installation, repair or replacement of utilities or any other maintenance of the surface area, that the OWNER will be responsible for the removal of any obstruction granted by said approval for construction, if necessary, for the performance of installation, repairs, or maintenance, at the OWNER'S EXPENSE.

Owner's Signature

Date:

Acknowledgement

State of _____)
County of _____) S\$:

BE IT REMEMBERED that on this date personally appeared before the undersigned Notary Public within and for the County aforesaid, duly commissioned and action, to me well known, and who stated that he (they) had executed the foregoing Document for the considerations, purposes and intents therein set forth.

WITNESS my hand and seal as such Notary Public this _____ day of _____, 20____.

Notary Public

My Commission expires:

All paper work must be received in our office at least ten days prior to the Board of Directors meetings which are the third Wednesday of each month except December when the meeting is the second Wednesday.

Please contact the Bella Vista Village Architectural Control Committee at 855-8080 for information as to what additional application forms may be required by them or the City of Bella Vista.