



**BPHOA Outdoor Improvement Form**  
**Architectural Review Committee (ARC)**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

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

Start date \_\_\_\_\_ End date \_\_\_\_\_

Describe the outdoor improvement you would like to make to your property (e.g., a structure, a fence, tree removal, mailboxes, non-holiday decoration). Please attach a picture of your property and indicate the location of the improvement. Be as specific as possible when describing the construction materials and methods to be used for fences, a picture of the front of the fence for sheds, a picture of a completed shed and colors to be used. Attach additional documentation to fully describe your improvement. PLEASE ALLOW AT LEAST 30 DAYS FOR THE FINAL APPROVAL. Form expires 12 months from start date if project has not started per Covenants 6.3.

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**Return this form to the Clubhouse mailbox when completed**

Date received \_\_\_\_\_ Property surveyed Yes / NO Date of survey \_\_\_\_\_

1) Signature Board Member \_\_\_\_\_

2) Signature ARC Committee \_\_\_\_\_

3) Signature Covenant Committee \_\_\_\_\_

Comments \_\_\_\_\_

Review and approval of any application may be made on any basis, including solely the basis of aesthetic considerations, and neither the Board of Directors nor the ARC shall bear any responsibility for ensuring the design, quality, structural integrity or soundness of approved construction or modifications, nor for ensuring compliance with building codes, zoning regulations, and other governmental requirements which are the Owner's sole obligation. Failure of the Owner to obtain all necessary permits and inspections may result in the modification being deemed a noncompliant violation. Neither the Association, the Board of Directors, the ARC, nor member of any of the foregoing shall be held liable for any injury, damages or loss arising out of the manner, design, or quality of approved construction on or modifications to any property, nor may an action be brought against the Association, the Board of Directors, the ARC, or any member thereof, for any such injury, damage or loss related to any approved modification.