

# Bear River Lodge Architectural Guidelines Proposal March 2024-Revision 1c

## Contents

..... 1

**Definitions.....1**

**General Information .....2**

**Section 1 – ARC Process and Forms Role.....3**

**Process.....4**

**Section 2 – General Design Requirements .....6**

**Section 3 – Architectural Details.....6**

**Section 4 – External Elements.....7**

**Section 5 – Landscape Design Requirements.....8**

**Section 6 – Site Elements .....9**

**Section 8 – Antennas, Fiber, Alternative Power, Hours .....11**

## Definitions

- ARC – Architectural Review Committee**
- BOD – Board of Directors**
- BRLCA – Bear River Lodge Community Association**
- NCREC – North Carolina Real Estate Commission**

# General Information

## **Limitation of Liability**

Approval by the Bear River Lodge Architectural Review Committee and/or the Bear River Lodge Community Association Board of Directions does not constitute a representation, warranty or indemnification as to the quality, fitness, or suitability of the design or materials specified in the plans. Owners should work with their Architect and/or contractor to determine whether the design and materials are appropriate for their intended use.

In addition, approval by the BRLCA ARC or BOD does not assure or substitute for approval by any governmental agencies having jurisdiction. Owners are responsible for obtaining or ensuring that their Architect or contractor obtains required legal permits before commencement of construction.

The Association, the Board, any committee, member or authorized representative of any of the foregoing shall not be held liable for any injury, damages, or additional costs due to timely review or loss arising from the manner or quality of construction on, or modifications to, any lot, nor for the enforcement of these Standards and the Protective Covenants. BRLCA committees and their members shall be indemnified.

## **General Information**

The following criteria are a set of guidelines, which shall be followed to ensure the successful development of the Bear River Lodge community. The guidelines are meant to protect the quality of the development and to protect long-term investment. Homes will be built to state and local building codes.

In order to expedite the building process, the guidelines shall be adhered to, with minimal exception. Used building materials are not allowed, except for stained glass, Architectural ornamentation, and vintage/reclaimed & restored barn material in certain applications. Any used building material requires ARC approval.

The ARC will review any requested variances and present their recommendation to the Board of Directors for final approval or disapproval by the BOD.

These guidelines are applicable to both new construction and future additions/renovations on already existing and future homes. The ARC will respond back to the resident/property owner upon receipt of submissions or questions within two business days to acknowledge receipt of the request or inquiries. Submissions will be reviewed and researched by the ARC and their recommendations will be made to the Board of Directors within 10 to 20 business days from the date of the submission.

# Section 1 – ARC Process and Forms Role

## Forms

### Email Address

There are a number of forms that help guide the ARC process for your new home build. When you are ready to submit them, please email the filled-out form to [bearriverarc@gmail.com](mailto:bearriverarc@gmail.com). All BRC approvals must be in writing and keep in the ARC repository. When a new request is received, the ARC chairman should try to reply back to the property owner that the request has been received within a couple of days. They should also distribute the request to the rest of the ARC in addition to the Board of Directors.

The forms used by the ARC are included in Appendix A later in this document. They consist of:

### Form A - Conceptual Plan Review Application

This form accompanies a schematic design submission. The purpose of the schematic design is to let the ARC take a first look at your house plans and provide feedback on them. It does not guarantee the approval of your Final Plan Review, but is designed for you to see if you are on the right track before spending a lot of money with a designer, Architect or builder. There is no fee required to submit the Conceptual Plan Review.

### Form B – Final Plan Review Application

This form accompanies the submission for a final plan review, which includes all the elements the ARC needs to assess the appropriateness of your building plans. More information about this process is supplied under “Final Architectural Design” in the “Process” section. There is a \$500 "Final Plan Review" application fee, due with the submission of your application.

Once your application is approved, prior to breaking ground, a \$500 “Road Maintenance” fee from the C&Rs, and a \$1,500 “Community Impact” fee are both due. These can be paid with one \$2,000 check. All fees are non-refundable once submitted.

All checks should be filled out to “Bear River Lodge Community Association” or “BRLCA.”

Mailed checks may only be sent via USPS to:

BRLCA 189 Bear River Lodge Trail, Marshall NC 28753.

**Form C –Variance Request Form**

A variance request form must be submitted to the ARC when any element of your plan’s conflicts with the basic ARC guidelines. The ARC will review your request and respond to you whether the variance request was granted.

**Form D – Approval of Residential Plan**

You will receive a copy of this form from the ARC when they have approved all the elements of your building plan submission. It should be signed by the ARC chairman.

**Form E –Architectural Review Committee Checklist**

This is not a form you have to fill out. It will be used by the ARC to track all the information and building elements that the ARC guidelines require.

**Form F – Construction Completion Letter**

This form which the ARC will send to you indicates that the ARC is satisfied that your construction according to the plans you have submitted, is now complete. Any other significant construction or landscaping not on the approved plans must be detailed and be submitted to the ARC with an Home Alteration Application Request.

**Form G – Home Alteration Application Request**

The Home Alteration Application Request is used after the home has already been constructed and a significant alteration is being considered. The general rule to use for what needs to have this request is the following, if the alteration was included in the original request for approval, the ARC would have considered it important enough to review it.

- Examples:** Adding a hot tub – Yes
- Building a fence – Yes
- Painting your house a different color than the plans - Yes
- Planting a small bed of flowers - No

**Process**

**Submission Requirements**

**Schematic Design - Submission Optional**

The submission of conceptual plans and schematic design plans is optional but is encouraged and welcomed. The plans may be freehand sketches showing the design concept prior to developing detailed final construction documents. While this is an optional task, the intent is to save the homeowner time and money in the event the design is found to be incompatible with the neighborhood theme by the ARC and shall be submitted with Form A from Appendix A.

**Final Architectural Design**

Architectural plans and details, with a scale of ¼ inch = 1 foot, shall be digitally submitted to the ARC for review. They shall include foundation plans, floor plans, all exterior elevations and details needed for construction of the house, as well as all paint color chips and material chips for the project. The plans can be digital to facilitate an email submission, however required material chips and paint color chips will still need to be submitted as three dimensional items, with at least one physical standard-sized set of plans and elevations. This will be submitted with the appropriate BRL form and submission fee.

**Details Sheet**

Elevations and sections of walls, fences, and all site amenities, as reflected on the site plan.

**Material Sample Selection**

**Final Landscape Architectural Design**

A digital submission of the final site landscape plan at a minimum scale of 1 inch = 20 feet shall be submitted to the ARC for review. A sample of each plan is included at the end of these guidelines. Each set of site plans shall include:

**Grading Plan**

Existing and proposed grades with ten-foot contour intervals, existing street curb with spot elevations, drainage items, screening and retaining walls.

**Site Plan**

All property set-back lines, building location, well head and septic sites, fencing details, hardscape elements: driveway, parking areas, pathways, terraces, steps, retaining walls, water features, auxiliary buildings, HVAC units, generators, and any alternative power installations, etc.

**Landscape Plan**

Trees, shrubs, flowerbeds, lawn areas, exterior lighting and plant schedule.

## Section 2 – General Design Requirements

### **Building Architectural Design Requirements**

#### **Mobile Homes, Modular Homes, etc**

Geodesic dome, rotunda style homes, mobile homes, rammed earth dwellings, tiny homes and cargo container homes are not permitted. Certain style modular homes (such as log cabins) may be permitted with ARC and BOD approval.

#### **Floor Area**

The finished floor area of each residence shall be at least 1,200 feet (**pending approval of the ownership in the C&Rs**), calculated by the following NCREC.gov regulations

“Living area (aka "heated living area" or "heated square footage") is space that is intended for human occupancy and is:

1. Heated by a conventional heating system or systems (forced air, radiant, solar, etc.) that are permanently installed in the dwelling, which generates heat sufficient to make the space suitable for year-round occupancy.
2. Finished, with walls, floors and ceilings of materials generally accepted for interior construction (e.g., painted drywall/sheet rock, carpeted or hardwood flooring, etc.) and with a ceiling height of at least seven feet, except under beams, ducts, etc. where the height must be at least six feet four inches.
3. Directly accessible from other living area (through a door or by a heated hallway or stairway)

“The amount of living area and "other area" in dwellings is based upon exterior measurements. Begin at one corner of the dwelling and proceed with measuring each exterior wall. Round off your measurements to the nearest inch

Garages and unfinished basements are not included in this calculation. Smaller homes are encouraged to have covered porches.

The current “Residential Square Footage Guidelines” PDF can be downloaded at:

**<https://www.ncrec.gov/Brochures/Measurementbooklet2013.pdf>**

## Section 3 – Architectural Details

### **Roof Requirements**

The minimum roof pitch allowed shall be 4-inch /12inch slope on main roof gables and the maximum roof pitch shall be 12-inch/ 12inch slope. Any variations must be submitted to the ARC and BOD for consideration. A metal standing seam roof must be 24/25 gauge.

### **Fenestration**

Window placement shall be symmetrical and proportionate to ensure a pleasing

orderliness. In no instance should window placement be haphazard. This applies to all sides of the house. Special attention shall be given to bathroom and kitchen windows to avoid haphazard placement.

Window tinting is allowed in a non-reflective tone. Mirrored, metallic or bright colored tinting is not allowed.

**Architectural Detailing**

Materials - The following materials are approved:

- 1. Foundation walls shall be faced with brick, stone, imitation stone, stucco veneer, or sheathed with the same siding as the rest of the house.
- 2. Exterior walls shall be sheathed of brick, stone, imitation stone, logs, heavy timber, stucco, milled natural or engineered wood, fiber cement board, cedar shakes, James Hardie Siding, LP Siding, or approved equivalent.
- 3. Exterior trim shall be made of wood, composite wood, LP Trim, James Hardie Trim or approved equivalent.
- 4. Roof construction shall be made of slate, artificial slate, standing seam metal (24 or 25-gauge), copper, 25-year (or better) dimension shingles, cedar shakes, or cedar shingles. Other roofing types and colors will require special approval.
- 5. Paint or stain color should be complimentary to the design of the home and the neighborhood as a whole. All color samples shall be submitted for approval prior to application.
- 6. Outdoor murals are not permitted.

Digital color samples are required to submitted with your application.

**The following Siding materials are NOT permitted:**

Hardboard Masonite, vinyl siding and T111. Vinyl or aluminum soffits or trim.

## **Section 4 – External Elements**

**Front Doors**

Front Doors shall be made of solid wood, resin, and/or fiberglass. Stamped metal front doors are not acceptable. Transoms and side lights will be made of the same material as the front door(s).

**Garage Doors**

Shall be made of wood, veneer wood, metal, resin, and/or fiberglass and shall be designed to complement the Architectural design of the house.

**Decks, Porches, Railings, and Steps**

Decks shall be made of pressure treated wood, or composite (such as Trex brand or equivalent). Wood surfaces shall be stained with at least a clear protection coat to keep the wood from turning gray or black. The rest of the decking structure shall be painted or stained with a solid/ opaque stain the same color, preferably to match the house trim.

**Retaining Walls**

Shall be made of stacked stone, timber ties, gabions filled with natural stone, or a pre-cast rock face texture cement interlocking system. Photographs and cut sheets must be with the submission to build request form.

**Gates**

Gates may be permitted on driveways with the approval of the ARC which includes specifying the setback from the road. The design of the gates must compliment the design of the main house.

**Construction Trash Management**

Each lot owner will be required to provide adequate trash and construction material removal during construction. Construction dumpsters will be emptied when full. Trash burning and brush/log burning is not permitted on construction sites or anywhere else in the BRL Community property. Construction workers are not permitted to dispose of food wrappers, containers, or any kind of food waste in construction dumpsters to discourage wild animals from imprinting on the location as a food source. A Porta John for sanitation must be provided for workers that is cleaned and emptied weekly by the vendor.

Logs shall be either be removed or chipped to be used as mulch or cut and split for firewood. This firewood must be neatly organized and stored out of sight from the street view.

**Post-Construction Trash Management**

All trash must be kept within the home until it is transported to a local transfer station. No trash is allowed to be stored outside the home, to discourage wild animals from imprinting on the location as a food source. Trash burning is not permitted. Old furniture, auto parts, and home/business fixtures (such as toilets, sinks, wheelbarrows, scaffolding & ladders) are not to be stored outdoors in sight from neighboring properties or from the street view.

**Section 5 – Landscape Design Requirements**

**Landscape Architectural Design Requirements**

**Protection of Existing Vegetation**

No grading or removal of trees on lots shall occur without the prior approval of the ARC. Trees of a 10" caliper or more may not be removed from a building site unless approved during the plan submission process. Dead or diseased trees of any size may be removed to protect the remaining vegetation on site. Low-lying vegetation, shrubbery, and the lower limbs of trees may be removed to clear site lines and vistas. Clear cutting a lot in its entirety is prohibited

**Grading and Drainage**

A grading plan based on field surveyed topography is required on all sites. Grading and drainage construction must-be conducted in a manner, which does not detract from the adjoining house sites and works to preserve the natural character of the property. Special care should be taken to divert runoff water away from septic drain fields. Any clearing that exceeds one (1) acre requires



an erosion control permit from the North Carolina Department of Environmental and Natural Resources (NCDENR) Phone number (828) 296-4500.

**Driveway and Parking Area Materials**

Driveway and parking area materials visible from the road shall consist of a hard surface. High grade gravel may be approved on a case-by-case basis by the ARC by submitting a variance request. It must be properly maintained and not spill out on the main road. Gravel should not be allowed on steep slopes. Driveways and parking areas shall have a 10' wide surface, minimum. Culverts shall be minimum 12" black plastic or galvanized steel, 14' wide, with dry stacked stones encasement at each end to facilitate drainage.

**Walkways, Paths and Terraces**

Walkways, paths, and terraces shall be constructed of materials compatible to the Architectural materials of the house and the natural setting. The following materials are permitted: sand set brick or pre-cast concrete pavers, mortar set brick, stone, flagstone or slate set-in mortar base, concrete, exposed aggregate concrete, wood mulch, or pea or river gravel. Raised walkways may consist of PT wood or composite materials approved to be used on decks

**Section 6 – Site Elements**

**Auxiliary Buildings**

All freestanding structures located on the building lot must be designed as an integral part of the house and site. Their Architectural design shall be the same style, colors, and materials as the house. Auxiliary buildings shall not be erected in any front or side yard and shall meet all Madison County regulations.

**Vehicular Storage & Temporary Storage Units**

Boats, motor homes, trailers, ATVs etc. shall not be stored or visible on a property with or without a homesite built. PODs (and same-style temporary storage) units are permitted during construction or when a resident is moving into or out of a home and need to be placed on the Owners Lot. Temporary storage units shall not be permitted to be on a BRLCA road without permission from the BOD.

**Gutters**

All homes and outbuildings (auxiliary buildings) shall have gutters with downspouts tied into a common buried drain with daylight drainage. Ground gutters made with pea gravel are an acceptable substitute. Gutters shall be made of copper, zinc-coated or aluminum metal. Zinc-coated or aluminum metal gutters must be painted/color matched to the trim color or body siding color. Copper or metal rain chains are permitted if they match the style or trim of the house. Vinyl or plastic gutters, downspouts and rain chains are not permitted.

**Fencing**

Fences are permitted with approval of the ARC. Chain link fences are not permitted. Outdoor dog runs are not permitted.

**Mailboxes / Paper Boxes**

One main mailbox will be provided by the HOA near the lodge.

**Setbacks**

Madison County requires the following building setbacks:

- Front Yard: 50 feet from center of the road.
- Back Yard: 20% of mean lot depth, provided that such rear yard not to exceed 30 feet.
- Right Yard: 15 feet.
- Left Yard: 15 feet.
- Height: 35 feet from front yard elevation.

**County Permits**

No homes shall be constructed that the BRLCA deems to create a hazard to the community. County well and septic permits must be provide as part of the ARC application package

**Lighting and Sound**

Because BRLCA is a NWF Certified Community Wildlife Habitat (the Dark Sky Initiative criteria for exterior lighting is strongly recommended to preserve the beauty of our night skies and to minimize adverse effects on our nocturnal wildlife with light pollution. Exterior site lighting shall be indirect or absolute cutoff lighting. Low, ambient landscape lighting is encouraged. Driveway lighting may also be ambient and/or on timers. Colored lights are not permitted except during the holiday season. Holiday lights and decorations are permitted from November 15<sup>th</sup> – January 5<sup>th</sup>. Although not mandated these guides are strongly recommended.

Sound shall be limited to 50 decibels.

See Appendix B - Dark Skies Lighting fixtures and perimeters Guide Sheets for recommended exterior lighting fixture options.

**Lawns and Plantings**

The selection of native trees, shrubs and plant material must be complementary to the house design and both reasonable and attractive for the topography of the lot. Large, mulched beds are not permitted, unless massed with foliage of different heights planned for each season’s growth and color or within existing undisturbed wooded areas. Landscaping or construction that causes the cutting of trees, planting of shrubs, trees, mowing, etc. on property shall not materially alter the mountain aesthetic of the community. Landscaping that affects community property must be approved by the ARC. Invasives are not allowed and can be seen at <https://nc-ipc.weebly.com/nc-invasive-plants.html>

**Flags**

Flags and flagpoles shall require Board approval and be integrated into the building design or landscape design so to be inconspicuous, compatible and harmonious with the neighborhood and surroundings.

**Signs and House Identification**

Construction signs are limited to temporary builders' signs. BRL approved sign design for No Trespassing and Private Property signs as well as and community directional signs are allowed with Board approval. Every residence shall display the address/house number to be readily visible at the entry of their driveway for emergency personnel. Real estate signs are not permitted

**Exterior Kitchens**

No exterior kitchens shall be visible from community roads.

**Section 8 – Antennas, Fiber, Alternative Power, Hours**

**Antennas**

Antennas should be screened from view of all public roads, common areas, and private adjoining yards, where possible. However, 2-way radio or communication towers are not allowed. Residents are encouraged to take advantage of our underground fiber optic internet provided by French Broad Electric.

**Utilities & Fiber Optic Cable**

Electric, fiber optic cable, and telephone lines shall be placed underground. BRLCA enjoys underground fiber optic cable network service and underground electricity, provided by French Broad Electric. Homeowners and contractors are responsible for coordinating the connection with FBE from the common roadway to the home by installing an empty conduit from the roadway with a pull string for FBE’s exclusive use.

HVAC and generators shall be screened or otherwise not readily visible from the front entrance, or adjoining property line.

Wellheads and exposed plumbing clean-out pipes shall be concealed with insulated faux rocks/boulders, landscaping or a well house for aesthetics and for weatherproofing.

**Alternative Power**

Propane tanks are required to be stored underground. Propane powered generators are permitted as must be screened from sight. Solar powered generators must be approved. Solar panels and their placement will be unique to each home, its design, and its location in the pathway of the sun. All battery stations and transfer boxes are to be concealed or within the home.

Vertical, conical, and helix-styled wind turbines and their placement will be unique to each home, its design, and its location and require Board approval. Rotary/Windmill style devices are not permitted due to wildlife safety concerns and aesthetics. All battery stations and transfer boxes are to be concealed or within the home. \*Low decibel & reduced noise levels need to be determined and researched before consideration.

Geothermal may be permitted, upon approval, provided that all components are within the home or exterior components are concealed, and there is no audible noise pollution.

**Water Features**

Above ground swimming pools are not permitted. The size, shape and design of installed large water features require approval.

**Hours of Operation for Main Gate & Construction gate**

The main gate will remain closed 24 hours a day except when the BOD allows for it to stand open for a specific time frame to facilitate an event or emergency.

General contractors may be given a temporary gate code and should use the construction entrance when possible. In order to ensure the peace and quiet of existing homes neighboring a construction site, heavy machinery and exterior work shall not commence any earlier than 7 am Monday – Friday and conclude before 7 pm, and not any earlier than 10am on Saturday and Sunday concluding before 7pm.

**ARC Address:**

Bear River Lodge  
Architectural Review Committee  
Attn: bearriverarc@gmail.com  
189 Bear River Lodge Trail  
Marshall, NC 28753

# Appendix A – ARC Forms

**Bear River Lodge  
Architectural Guidelines  
December 2023 – Version 1.0**

**FORM A - CONCEPTUAL PLAN REVIEW APPLICATION**

Lot number:

Type of construction:  New Construction  Renovation/Addition

PROPERTY OWNER:

Address:

City, State, Zip:

Telephone:

FAX:

E-mail address:

COMMENTS: (Please provide a description in email of your concept and your description with material samples, drawings, sketches and photographs to clarify your request.)

**Bear River Lodge  
Architectural Guidelines  
December 2023 – Version 1.0**

**FORM B - FINAL PLAN REVIEW APPLICATION**

Date: \_\_\_\_\_ Home Site (Section/Lot): \_\_\_\_\_  
Type of construction:  New Construction  Renovation/Addition

LOT OWNER:

Address:

City, State, Zip:

Telephone:

E-mail address:

BUILDER:

Address:

City, State, Zip:

Telephone:

E-mail address:

NC LICENSE NUMBER:

ARCHITECT/DESIGNER:

Address:

City, State, Zip:

Telephone:

FAX:

E-mail address:

**Application Checklist**

Construction documents, material samples, bond and review fee must be received and approved by the ARC prior to review.

**FINAL PLAN REVIEW APPLICATION (continued)**

**CONSTRUCTION DOCUMENTS:** Two sets of construction documents must be submitted to the ARC for review. Refer to Section XXX of the Design Standards for specific requirements for each document.

- Site plans
- Building elevations & sections
- Floor plans
- Images of exterior materials

**MATERIAL SUBMISSION**

Samples of exterior materials must be reviewed and approved by the ARC.

**Foundation:**

- Material:
- Color (include sample):
- Mortar Color (if applicable):

- Manufacturer’s Number (include cut sheet):
- Color (include sample):

**Walls:**

- Material:
- Color (include sample):

**Exterior Lighting:**

- Submit cut & Lamping

**Trim:**

- Material & Color (include sample):

**Garage Doors**

- Type:
- Manufacturer’s Number (include cut sheet):
- Color (include sample):

**Roof:**

- Material & Color (include sample):

**Soffits/Fascia:**

- Material & Color (include sample):

**Decks and Railings:**

- Materials (submit detail):
- Color (include sample):

**Windows:**

- Type:
- Manufacturer’s Number (include cut sheet):
- Color of frame and tinting (include sample):

**Patios/Terraces:**

- Materials (submit detail):
- Color (include sample):

**Retaining Walls: (If appropriate)**

- Materials (submit detail):
- Color (include sample):

**Front Door:**

- Type:

**Gables and Dormers:**





**Required Height Calculations:**

Highest Roof Line above Street \_\_\_\_\_ feet

Highest Roof Line above highest finish grade at foundation \_\_\_\_\_ feet

Highest roof line above lowest finish grade at foundation \_\_\_\_\_ feet

**Bear River Lodge  
Architectural Guidelines  
December 2023 – Version  
1.0**

**Form C - Bear River Lodge Variance Request Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

In accordance with the Bear River Lodge Homeowners' Association Covenants, Conditions and Restrictions, Architectural Guidelines. I/we request your consent for a variance for the purpose of:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach additional pages if needed.

Please make your request detailed and attach any information or drawings that will help us make an informed decision.

I understand that under the Covenants, Conditions and Restrictions, the Architectural Review Committee will act on this request and provide me with a written response of their decision.

I fully understand and agree to the following provisions:

- No work or commitment of work will be made until I have received written approval from the Association.
- All work will be done expeditiously once commenced and will be done in good quality.
- All work will be performed at a time and in a manner to minimize interference and inconvenience to other lot/property owners.
- I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work now and in the future.
- 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 this work.
- I understand and agree that the BRL Homeowners' Association, its Board of Directors, and the ARC have no responsibility with respect to such compliance and that the BOD's 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 governmental requirement.

I understand that the Board will act upon this request as quickly as possible and contact me in writing regarding their decision.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit your variance request to the following email addresses:  
bearriverarc@gmail.com

Variance: Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Authorized Board Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Bear River Lodge  
Architectural Guidelines  
December 2023 – Version  
1.0**

**FORM D - Approval of Residential Plan**

Homeowner:  
Email:

Lot #:  
Contact Phone:

The Bear River Homeowners Association Board of Directors and Architectural Review Committee have reviewed and approved your home's architectural plans and site plans. The building process may begin upon receipt of this correspondence. The building process may begin on \_\_\_\_\_.

Any changes to the approved plans must be approved by the Architectural Review Committee.

After the building process starts, at eight-week intervals, the Homeowner will send an email copying the chairman of the ARC and President of the Board indicating the progress that has been accomplished over the last eight weeks.

Please feel free to call us with any question or help with your building process. Please submit your progress reports to the following email addresses:

In addition, at three-month intervals the ARC may contact you to schedule an exterior walkabout to assess your compliance with your plan submittal

jgoldstein@gattorneys.com  
jaydenman11@gmail.com

Signature \_\_\_\_\_

**Bear River Lodge  
Architectural Guidelines  
December 2023 – Version  
1.0**

**FORM E - Architectural Review Committee Checklist**

Homeowner Name \_\_\_\_\_

Lot Number \_\_\_\_\_

\_\_\_\_\_  
Contact Info: \_\_\_\_\_

ARC Fee Received: \_\_\_\_\_ Check Number \_\_\_\_\_

**Date of Initial Review:** \_\_\_\_\_

Present: \_\_\_\_\_

\_\_\_\_\_

**Date of Second Review:** \_\_\_\_\_

Present: \_\_\_\_\_

\_\_\_\_\_

**Architect**

\_\_\_\_\_

\_\_\_\_\_

Architect Contact Information:

\_\_\_\_\_

\_\_\_\_\_

**Builder:** \_\_\_\_\_

\_\_\_\_\_

Builder Contact Information:

\_\_\_\_\_

\_\_\_\_\_

## **Architectural Review Package**

Complete set of Architectural Drawings, including elevations

Notes:

Complete set of site plans, erosion control marked, as well as existing trees

Notes:

Completed Landscape plan (may not be with initial package-need by 4th visit)

Notes:

Completed Lighting plan

Notes:

## **Written Correspondence**

First Letter of ARC:

Sent: To:

Notes:

Second Letter of ARC:

Sent: To:

Notes:

Third Letter of ARC:

Sent: To:

Notes:

Other Correspondence

Sent: To:

Notes:

Sent: To:

Notes:

Sent:

To:

Notes:

**Site Evaluations and Visits**

First site visit date: \_\_\_\_\_

Present: \_\_\_\_\_

\_\_\_\_\_

Initial Requirements Checklist:

- Construction Dumpster on Site
- Porta John on site
- Silt Fence
- Cigarette Disposal
- Parking Plan
- Home Site and Tree Protection Areas clearly marked

Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Second site visit date: \_\_\_\_\_

Present: \_\_\_\_\_

Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Third site visit date: \_\_\_\_\_

Present: \_\_\_\_\_

Notes:

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Fourth site visit date: \_\_\_\_\_

Present: \_\_\_\_\_

Notes:

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Final site visit date: \_\_\_\_\_

Present: \_\_\_\_\_

Notes:

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Final Letter of Approval Date: \_\_\_\_\_

Notes: \_\_\_\_\_



Violations and/or Problems:

Date:

Violation Type:

Fine Assessed:

Notes:

Date:

Violation Type:

Fine Assessed:

Notes:

**Other Important Information**

**Bear River Lodge  
Architectural Guidelines  
December 2023 – Version 1.0**

**FORM F - Construction Completion Letter**

Date:

Dear [Homeowners],

Our final site visit to your new home was on \_\_\_\_\_.

We are pleased to notify you that your new home appears to have been completed according to the Architectural Committee Standards. Thank you for your adherence to the vision for our shared Community.

**Welcome to Bear River Lodge! Enjoy your new home.**

**Bear River Lodge  
Architectural Guidelines  
December 2023 – Version  
1.0**

**FORM G - Home Alterations Application Request**

**Date:**

**Home Address/Lot number:**

**Type of construction:** New Construction Renovation/Addition

**PROPERTY OWNER:**

**Address:**

**City, State, Zip:**

**Telephone:**

**E-mail address:**

**COMMENTS:** (Please provide a description of your concept and support your description with material samples, drawings, sketches and photographs to clarify your request.)

**If appropriate**

**Approximate Area:** \_\_\_\_\_ **Square Feet Number of Levels:** \_\_\_\_\_

~~Please include drawings and samples of materials if different from existing structure.~~

## **Appendix B – Dark Sky Recommendations**

Can be found at this [website](#).