

**Battlecreek Commons Association Inc.**

1823 Lexington Circle SE

Salem, Oregon 97306

Phone: 503-362-9284

Email: battlecreekcommons@gmail.com

**Application for Authorization  
To Change or Alter Structure or Common Grounds Area**

Today's Date: \_\_\_\_\_

Homeowner(s): \_\_\_\_\_

Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

The undersigned owner(s) of the property described as lot # \_\_\_\_\_ in Battlecreek Commons, in Marion County, Oregon requests permission to make the following changes or alterations to said property as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please attach a drawing or a copy of your plans with specifications including type of alterations or additions, dimensions, materials, colors, and location. Use additional pages if necessary.*

**RULES FOR ARCHITECTURAL CHANGES:** No building, fence, wall or other structure may be commenced, erected or maintained upon the properties, nor can an exterior change or addition be made until the plans and specifications showing the nature, style, shape, height, materials, color and location in relation to surrounding structures and topography have been submitted in writing and approved by the Board of Directors of the Association. (Authority: Bylaw 9:15, R&R 11.F)

**RULES FOR GROUNDS CHANGES:** No planting or removal of flowers, trees, shrubs nor the enhancement of adjoining plots/areas outside of the curtilage, in the common areas of the Association, may be commenced or made until the plans and specifications showing the nature, style, shape and contents and location of the same have been submitted in writing and approved by the Board of Directors. (Authority: R&R F.10)

.....  
*Signed waiver by homeowner required as condition of approval. (See reverse side.)*

**Received By: Architectural / Grounds (circle one) Committee On:** \_\_\_\_\_

**Committee Recommendation:**  Approved  Denied  Other: \_\_\_\_\_ **On:** \_\_\_\_\_

**Notes:** - - - - -

**Signed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Board Decision:**  Approved  Denied  Other: \_\_\_\_\_ **On:** \_\_\_\_\_

**Signed By:** \_\_\_\_\_ **Officer Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Revised 4/28/2020

NOTE: PLEASE COMPLETE PAGE 2 WITH SIGNATURES

## SPECIAL REGULATIONS GOVERNING ARCHITECTURAL/GROUNDS ALTERATIONS

The Board of Directors recognizes that homeowners desire to improve the livability and attractiveness of their units and will seek authorization for structural changes which may alter the obligations between the Association and the individual. It is important that subsequent purchasers of these units be made aware of these changes.

- Any installation, addition or structural alteration which requires piercing the roof or walls of any unit, or replacing originally installed doors, windows, or exterior lighting fixtures requires the approval of the Board of Directors.
- Extension of Garden/Grounds Enhancement - Any request for approval or authorization for planting flowers, shrubs or the enhancement of adjoining plot shares outside of the unit curtilage requires the approval of the Board of Directors.
- Time Limit for Completion of Work - The Structural Alteration/Grounds Enhancement must be completed no later than six (6) months after approval. If the work is not completed, the homeowner must file a new application.
- Failure to File or Execute the Project in conformity with Approval - The owner of unit must comply with the provisions of these regulations. Failure to comply may be grounds for the imposition of a special assessment for the cost incurred by the Association in restoring the premises.



### WAIVER OF EXTERIOR MAINTENANCE ON ALTERATION OF PREMISES

The undersigned, owners of the property described as \_\_\_\_\_ located in Battlecreek Commons, in Marion County, Oregon in consideration of the granting by Battlecreek Commons Homeowners Association of permission to contract the improvement or alteration of any unit as described above agrees that **Battlecreek Commons Homeowners Association has NO responsibility to provide exterior maintenance** as provided by Article IX, Section 1, of the Declaration of Covenants and Restrictions for the Battlecreek Commons, recorded in Marion County Records in Volume 695, Page 521, to that portion of the lot and living unit which has been altered to provide exterior maintenance resulting from the above mentioned alteration in accordance with Article VIII, Section 1 of the Declarations. The undersigned owner(s) agree and covenant to maintain and repair the improvements so as not to interfere with the interests of the Association or any other- unit owners, and to maintain the appearance of the improvements according to the architectural and color standard of the Association. The Association or any other unit owners may enforce this provision by specific enforcement. This agreement shall be binding on the owners and their heirs or assigns.

**I have read and understand the rules, regulations and waiver above.**

**Homeowner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### HOW TO SUBMIT:

1. Fill out form
2. Print form
3. Sign form
4. Attach required documentation (if necessary)
5. Place attached documents in Clubhouse drop box