

Updated November 2018

DALTON FARM HOMEOWNERS ASSOCIATION
C/O J & J Management Services, LLC
1961 Route 6
Carmel, NY 10512
(914) 646-5108 ext. 206
Fax (914) 610-4755
Email: ehunt@jjmanagementservices.com

Architectural Review Committee

Application Information & Criteria

STEP 1

Complete the application form by filling in the homeowner information portion and check off your proposed improvement(s).

STEP 2

Next to each improvement listed on the application form is a series of numbers denoting required information listed on the Application Criteria Form. Each item denoted must be completed in full or your application will be returned until complete.

STEP 3

Submit the required application form including all supporting documents, forms, drawings, property site plans, etc. to the property manager by email, preferably in a PDF format, or hardcopy. Submissions should be made by the 7th day of the month (See step 4 regarding 'simple requests'). The on-site office is located on the second floor of the Roosevelt House. For your convenience there is a mail slot in the office door (Please do not mail forms). The on-site office is open Tuesday and Thursday.

STEP 4

'Simple requests', e.g., replacing windows with the exact same window, or changing a deck color to a color that is common in the neighborhood, may be approved more quickly than others. More complex submissions will be reviewed by the ARC. Approvals are by a majority vote of the ARC. In the case of a divided ARC vote, the submission is presented to the HOA Board for a final vote during that month's meeting. Homeowners must receive acknowledgement from the property manager that their submission has been approved before commencing work.

Submissions must include the following, as required:

- An ARC submission form
- A drawing or sketch of the improvement(s)
- A copy of the property site plan indicating the location of the improvement(s)
- Dimensions
- Color sample
- Promotional material, flyer advertisement or picture
- Copy of building permit if applicable
- Copy of contractor's Certificate of Insurance

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ARCHITECTURAL REVIEW COMMITTEE SUBMISSION

NAME: _____ DATE: _____

ADDRESS: _____

PHONE: Home _____ Work _____

EMAIL: _____

TYPE OF IMPROVEMENT (Please Check Appropriate Type)

____ Landscaping 1, 2, 4B, 5, 6

____ Lighting 1, 2, 3, 4A, 4B, 5

____ Decking 1, 2, 3, 4A, 4B, 5

____ Fencing/Walls 1, 2, 3, 4A, 4B, 5, 6

____ Painting/Staining 1, 4B, 5, 6

____ Grading/Drainage 1, 2, 3, 4A, 5

____ Structural 1, 2, 3, 4A, 5, 6

____ Hardscape (patio, masonry) 1, 2, 3, 4A, 5

____ Other (follow applicable criteria)

**DALTON FARM HOMEOWNERS ASSOCIATION C/O J & J Management
Services, LLC
1961 Route 6
Carmel, NY 10512
(914) 646-5108 ext. 103
Fax (914) 610-4755
Email: lcarola@jjmanagementservices.com**

ARC APPLICATION CRITERIA

If a homeowner's account is in arrears, they may not submit any plans to, nor receive approval from, the ARC.

Please adhere to the following steps to ensure compliance to efficiently process your application:

- 1)** Review the pertinent sections of the Dalton Farm Homeowners Association ARC Rules-Guidelines to determine whether your request is in accordance with the same.
- 2)** Contact the following utility companies to ensure your request does not conflict with the location of utility lines, etc. Please note once application is approved you will need to contact Dig Safely (811) before commencing any digging.

Phone – Frontier Communications – 845-227-3200
Cable – Comcast – 1-800-972-8805
NYSEG – 1-800-241-0618

- 3)** Contact the Town of Beekman Building, Fire & Zoning Department at 724-5300 and ensure your request meets local and state building code specifications. You will be required to apply for a permit with the Building Department and submit a copy of same to the ARC prior to commencing work.
- 4A)** The applicant shall supply the ARC with plans and specifications for the proposed work prepared by a licensed architect, professional engineer or other appropriate professional, together with a clear and concise description of the procedures to be followed in performing such work.
- 4B)** Attach a drawing or sketch of the improvement and indicate the location on your property site plan.
- 5)** The applicant and the applicant's contractors and subcontractors shall supply the ARC with evidence reasonably satisfactory to the ARC of liability insurance in the amount of \$250,000 naming as additional insured the APPLICANT, DALTON FARM HOA, and J & J MANAGEMENT SERVICES, LLC. No work shall commence until J & J Management Services has received a Certificate of Insurance.
- 6)** Attach paint or stain selection and supplies, promotional material, flyer advertisement, or picture.