

**BEAR HOLLOW VILLAGE**  
**HOMEOWNERS ASSOCIATION**  
**PARK CITY, UTAH**  
**DESIGN REVIEW COMMITTEE**  
**REQUEST FOR PROJECT APPROVAL**

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Homeowner requesting to modify the external appearance of their property or to the structure of the interior of Townhome Units and Condominiums must submit a request to the Design Review Committee for approval of the project. The authority of the Design Review Committee (“DRC”) and Trustee’s for this process is found in Article 3.4 of the CCR’s, which reads as follows:

3.4. Design Review Committee. The Trustees of the Association have appointed or will appoint a Design Review Committee consisting of at least three members, who are responsible for reviewing any requests by Homeowner to modify the external appearance of any Unit within the Property, to construct any fixture within the Common Areas, or to take any actions which, under the terms of this Second Amended Declaration, require the approval of the Design Review Committee. Effort will be made to appoint members of the Design Review Committee who have knowledge and experience in one or more of the fields of architecture, civil engineering, real estate, or law. Members of the Design Review Committee will serve at the will of the Board of Trustees for such terms as the Board of Trustees deems appropriate.

The DRC serves as an advisory entity to the Board of Trustees, the final authority to approve or reject a request is vested with the Trustees.

The DRC approval is for the scope of work that the owner wants to change on their property and not how, or by whom the work is performed. Those choices, in addition to being in compliance with all applicable laws and building codes, are the responsibility of the property owner.

## **GUIDELINES FOR HOMEOWNER:**

- All requests to the Design Review Committee (“DRC”) must be submitted in writing or in electronic format (email).
- Homeowner must complete the attached application form.
- Provide adequate information to completely describe the nature of your project. Include Site Plan, Floor Plans, Exterior Elevations, or other necessary drawings that describe the project. Also include any other pertinent detail such as photos, specifications, materials lists and finishes, and paint or finish color that will help the DRC to understand your project. If the submission is by email, all of the above must be in a single email.
- The submission must include the proposed paint colors and a sample or brochure depiction of the colors. The proposed paint colors chosen by the owner must be aesthetically compatible with the colors used for other attached homes (townhouses and condos), and throughout the community for detached homes. No reasonable color scheme chosen by owners for their property/residence will be denied by the DRC.
- Submission of inadequate documentation to describe your project will result in the return of your Request with no decision from the DRC until additional information is provided as requested.
- Requests for projects that modify the interior structure or walls and to change or install any electrical wiring of Townhomes or Condominiums must include contractor information, to include contractor name, phone number, email and license number.
- It is the property owner’s responsibility to obtain all necessary permits and to comply with all codes, ordinances, and laws applicable to the project. In addition, you acknowledge and accept responsibility for the work performed and actions of your selected contractor while performing the work on your property and for any other property in close proximity to your job site that may need to be accessed for your work to be completed.
- Approval from the DRC for your project does not preclude you from obtaining any and all other approvals necessary from the Summit County Planning Department, or any other regulatory agency, where or if applicable.
- Homeowner is responsible to ensure their jobsites are kept clean and clear of any dangerous materials or safety hazards during the project. All Common Areas must be always clean of any project debris during the project.

- Homeowner must be in compliance with all Homeowner's Association Policies and Rules, and dues accounts must be in current standing for a DRC approval to be granted for a project.
- Homeowner and Contractors working on the project must be in compliance with the Association Vehicle Rules and Parking Policy during the project.
- Landscape Projects: Homeowner must be cognizant of the location and configuration of the irrigation system and sprinkler heads. Do not block or move parts of the sprinkler system without specific approval from the BHV HOA Trustees.
- The DRC will act promptly on your Request. The DRC may take up to 30 days to respond. Decision time will be based in part on the complexity of your Request. The DRC will give you a written or electronic (email) approval or denial for your project.
- In a situation that is an exigent situation, such as a leaking roof or other similar emergency that is impacting the owner's property, the DRC will act promptly on the request. If necessary for the protection of residents and/property, under emergency conditions the Trustees may grant approval without a prior DRC review for all or part of the project. The full description of the project as outlined herein must still be provided in a timely manner to the DRC.
- If during the course of your project there is a need to change or modify any portion of the scope of work that you have previously described to the DRC you must provide the additional information to the DRC as soon as it is available. Do not proceed with the changed scope of work until the DRC has responded to your revised request.
- Once you have completed your project, you must send a Notice of Completion to the HOA along with color photographs of your finished project.
- Refer to Bear Hollow Village Article of Incorporations, CC&R's, attachments and supplements for additional information.

### **SEND DRC REQUESTS:**

BY MAIL TO:  
Bear Hollow Village HOA  
P.O. BOX 925  
Midway, UT 84049

BY EMAIL TO: [bhvhoa@knkpropertymanagement.com](mailto:bhvhoa@knkpropertymanagement.com)

DRC requests can also be submitted through the online payment portal.

**BEAR HOLLOW VILLAGE HOMEOWNER'S ASSOCIATION "BHVHOA"**  
**PARK CITY, UTAH**

**APPLICATION - REQUEST FOR PROJECT APPROVAL**

Please attach pages as needed where space on the form is not adequate.

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

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

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

Lot #: \_\_\_\_\_

Homeowner Email: \_\_\_\_\_

Homeowner Phone #: \_\_\_\_\_

Homeowner Mailing Address: \_\_\_\_\_

**CONTRACTOR INFORMATION**

Contractor Name (if applicable): \_\_\_\_\_

Contractor License #: \_\_\_\_\_

Contractor Email: \_\_\_\_\_

Contractor Phone #: \_\_\_\_\_

Building Permit # (if applicable): \_\_\_\_\_

Please provide a description of the details of your project. If additional space is needed, please use an additional attachment (email) or pages as needed.

Please provide supporting documents. Include drawings, site plan, boundary survey, floor plans, exterior elevations, photos, specifications, materials finishes & color, paint color, and any other applicable detail that describes this project. Attach materials as needed.

**HOA Use Only**

Date of Receipt by Mgmt: \_\_\_\_\_

Date of Submission to DRC: \_\_\_\_\_

Date of Approval by DRC: \_\_\_\_\_

Date completion confirmed: \_\_\_\_\_

**NOTE:** Any approval by the DRC is contingent upon compliance with the specifications stated in your request and obtaining required permits.

**BUILDING PERMITS:** If your project requires a county, city, or state permit, it is the responsibility of the homeowner to obtain this before starting construction.

**UTAH STATE & SUMMIT COUNTY ORDINANCES:** It is the property owner’s responsibility to obtain all necessary permits and to comply with all codes, ordinances, and laws applicable to the project. In addition, you acknowledge and accept responsibility for the work performed and actions of your selected contractor while performing the work on your property and for any other property in close proximity to your job site that may need to be accessed for your work to be completed.

**DURING PROJECT CONSTRUCTION:** Homeowner to ensure that any contractors are aware of and in compliance with all HOA community parking rules as posted in the community and on our website [www.bhvhoa.com](http://www.bhvhoa.com) while working in the community. If a dumpster is needed for debris removal, it is to be placed in the driveway of the property. Homeowner to ensure that dumpster presence is to a minimum. Homeowner is responsible to ensure their jobsites and the Common Areas surrounding the project are kept clean and clear of any dangerous materials or safety hazards during the project. Common Areas must always be clean of any project debris during the project.

**CHANGES:** If, during your project, there is a need to change or modify any portion of the scope of work that you have previously described to the DRC, you must provide the additional information to the DRC as soon as it is available. Do not proceed with the changed scope of work until the DRC has responded to your revised request.

**NOTICE OF COMPLETION:** Once you have completed your project, please send a Notice of Completion to the HOA along with color photos of your finished project.