

# ***Architectural Review Committee Checklist***

Please note that ARC applications will not be processed until all information is submitted. The following is a list of items required to process your ARC application. There may be additional information needed after review of the ARC application. **ARC applications can take up to 30 days to approve after all required information is received.** Please plan accordingly.

- ✓ Signed and **fully completed** Architectural Review Committee form.
- ✓ Copy of the proposal for work to be performed by a licensed, bonded, and insured contractor in the State of Oregon.
- ✓ If this is an application for a mini-split installation, complete drawings must be submitted showing location of the condenser unit, distance from the building, and where refrigerant lines will enter the building. All refrigerant lines and electrical lines must be concealed in a downspout-like conduit, which must be painted the same color as the siding.
- ✓ If this is a hard-surface flooring installation, all product information must be submitted including a sound-proofing underlayment with an IIC rating of no less than 71. Please talk to your contractor about IIC ratings, or visit the HOA website and look at “approved products”.
- ✓ Copy of certificate of insurance from the contractor who will be performing the work.
- ✓ Copy of municipal permit, if required. Please contact your contractor to determine if a permit is required for your project.
- ✓ Proof of current Condominium Owner’s Insurance policy naming Murrayhill Woods Condominium Association as an “additional interest” as follows:

Stephanie Terrace Condominium Association  
C/O FRESH START Real Estate, Inc.  
6107 SW Murray Blvd., #313  
Beaverton, OR 97008