



ARCHITECTURE
INTERIOR DESIGN
PLANNING

MEMORANDUM

To: Lowe's Ferry Lot Owner
From: Markus Chady

To Whom It May Concern,

The firm of Allan Associates Architects has been retained by the Lowe's Ferry Property Owner's Association (POA) to carry out the duties of the Architectural Review Committee (ARC). The Application for Approval of Construction Plans along with the process description below outlines the review process. Other relevant documentation includes the Architectural Design Guidelines, Covenants Conditions and Restrictions, and the Vital Information Statement.

1. Preliminary Review

- a. The lot owner sends to Allan Associates Architects via FedEx a check made payable to Allan Associates Architects in the amount of \$950 for the review fee, 2 copies each of application form and preliminary drawings, outline specifications for materials and finishes, and certification from an architect engaged by the lot owner attesting that he/she has reviewed the preliminary application. The amount of information provided in this step is discretionary.
- b. Allan Associates Architects will return by email a Preliminary Review Letter to the lot owner. The letter will notify the lot owner either that (a) in general the preliminary application appears that when finalized it will be compliant with the requirements, or (b) provide a list of recommendations to assist the lot owner in making revisions that will result in compliance. **PLEASE NOTE THAT REVIEWS HAVE A 14 DAY TURNAROUND TIME FROM THE DATE OF RECEIPT TO ALLAN ASSOCIATES OFFICE.**

2. Full Review

- a. The lot owner sends to Allan Associates Architects via FedEx 2 copies each of signed application form and final construction drawings, landscaping and site plans, detailed specifications for materials, colors and finishes, and the acknowledgment form (page F.3 of the Architectural Design Guidelines) signed by the lot owner and both the architect and contractor engaged by the lot owner.
- b. Allan Associates Architects will return by email a Full Review Letter to the lot owner. The letter will notify the lot owner either that (a) the application is compliant with the requirements, and indicate approval or (b) provide a list of recommendations to assist the lot owner in making revisions that will result in approval. Whenever possible, the list of recommendations will refer to specific sections of the Architectural Guidelines Document. **PLEASE NOTE THAT REVIEWS HAVE A 14 DAY TURNAROUND TIME FROM THE DATE OF RECEIPT TO ALLAN ASSOCIATES OFFICE.**

3. Additional Review (if required)

- a. Repeat step 2 – Full Review to address outstanding items from the first full review that required revision. **PLEASE NOTE THAT REVIEWS HAVE A 14 DAY TURNAROUND TIME FROM THE DATE OF RECEIPT TO ALLAN ASSOCIATES OFFICE.**

Additional Services may be necessary on a case by case basis, and will be executed as follows:

1. Subsequent reviews beyond the first "additional Review" (Item 3 above): **\$350 each** as required until compliance (approval) is reached.
2. Consultation by request of the lot owner: **\$150/hr**, payable by the lot owner at the time of the consultation.

Respectfully submitted,

Markus Chady, AIA

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