

# DALTON FARM HOMEOWNERS' ASSOCIATION

C/O McGrath Management, LLC

1028 Main Street

Fishkill, NY 12524

Email: daltonarc@mcgrathny.com

## Architectural Review Committee

**Work may not begin until written approval is received.**

### **STEP 1** – Complete the Form

Complete the application form by filling in the homeowner information portion and check off your proposed improvement(s). Should any work commence prior to receiving approval, an automatic fine of \$100 will be issued to your account immediately, without further notice. Please review the applicable ARC guidelines that provide direction for exterior changes. They can be found at daltonfarm.info.

#### **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 of picture
- Copy of building permit if applicable
- Copy of contractor's Certificate of Insurance naming as additional insured the APPLICANT, DALTON FARM HOA, and McGrath Management, LLC. See #5 on page 3.

### **STEP 2** – Check for Additional Information Needed

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 Application & Required Information

**The homeowner is responsible for collecting and submitting all information in one packet to the ARC. Vendors (EG., Roofers and alike) should not submit information on behalf of homeowners.**

**Submit the required application form including all supporting documents, forms, drawings, property site plans, etc. to the property manager and ARC Committee by email, to daltonarc@mcgrathny.com, preferably in a PDF format.** If necessary, a hard copy submission may be mailed to the managing agent, by certified mail, to 1028 Main Street, Fishkill, NY 12524, hard copy submission will delay any receipt or review of your request. **Every effort is made to complete the review and reply to your submission as expeditiously as possible, but please note it may take up to 30 business days.**

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C/O McGrath Management, LLC  
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Fishkill, NY 12524  
Email: daltonarc@mcgrathny.com

## ARCHITECTURAL REVIEW COMMITTEE SUBMISSION

**Work may not begin until written approval is received.**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBERS: Home \_\_\_\_\_ Work \_\_\_\_\_

EMAIL: \_\_\_\_\_

### **TYPE OF IMPROVEMENT (Please Check Appropriate Type)**

The below numbers correspond to the ARC guidelines posted on the daltonfarm.org website. Please review these guidelines prior to submitting your application.

\_\_\_\_\_ Landscaping 1, 2, 4B, 5, 6

\_\_\_\_\_ Lighting 1, 2, 3, 4A, 4B, 5

\_\_\_\_\_ Decking 1, 2, 3, 4A, 4B 5 (Does this include changes to grading/drainage? Please include in submission.)

\_\_\_\_\_ 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 (Does this include changes to grading/drainage? Please include in submission.)

\_\_\_\_\_ Hardscape (patio, masonry) 1, 2, 3, 4A, 5 (Does this include changes to grading/drainage? Please include in submission.)

\_\_\_\_\_ Other (follow applicable criteria)

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

## **DALTON FARM HOMEOWNERS' ASSOCIATION**

**C/O McGrath Management, LLC  
1028 Main Street  
Fishkill, NY 12524  
Email: ncrouse@mcgrathny.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 professions, 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 McGrath Management, LLC. No work shall commence until McGrath Management, LLC has received a certificate of insurance.
- 6) Attach paint or stain selection and supplies, promotional material, flyer advertisement, or picture