

# KIPLING ESTATES HOMEOWNERS ASSOCIATION

c/o Bay Property Services, Inc.  
315 W Maple St.  
New Lenox, IL 60451

## New ARC Submission Process for ARC Review

Starting April 1, 2024, the ARC Committee is implementing a new submission process for ARC request review and approval. Rather than homeowners physically dropping off requests at the clubhouse, homeowners are encouraged to use the **homeowner portal** or simply email their requests to [ARC@baypropertyservices.net](mailto:ARC@baypropertyservices.net).

**Best Option – Portal:** <https://portal.baypropertyservices.net/>

We encourage homeowners to access their homeowner portal, go to “Submit a Request”- “ARC Request”. From there you can easily submit the completed form and other required information for review. By using this option, you will receive automated updates as the review progresses, and be able to communicate directly with the review team through portal messaging.

If you need access to the portal, please either call Bay Property Services at 708-974-4900 or email [info@baypropertyservices.net](mailto:info@baypropertyservices.net)

The other option is to fill out this form and email it to [ARC@baypropertyservices.net](mailto:ARC@baypropertyservices.net) – you will not have the convenient tracking capabilities through this option.

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## Architectural Review Committee – Plan Approval Request

DATE SUBMITTED \_\_\_\_\_

ARC Log Number \_\_\_\_\_

Each homeowner project requires a separate request form. I understand the preliminary approval may take up to thirty (30) days from the time my submission has been received by the Committee. I am requesting permission for the following construction or installation. Please circle and describe below:

Landscaping, Sidewalk, Driveway, Patio, Retaining Wall, Deck, Fire pit, Hot Tub, Pool, Exterior Lights, Satellite Dish, Solar Panels, Play Equipment, Exterior doors, Windows, Roof, Shutters, Siding, Gutters, Flagpole, Garbage Can Enclosure, Mailbox, Fence, (Max. Height 5 Feet, No Privacy Fences - must have 1" Spacing)

Note: (1) Attach color samples when applicable and (2) Additional restrictions may apply based on address. Describe:

As required, I have attached a copy of the Plat of Survey, with a drawing of my request shown on the plat and a copy of the contractor's plans and material list/samples. Please indicate who will be completing the work: ☐ Contractor ☐ Homeowner

Neighborhood, please circle one: Butterfield Ridge, Callaway Glen, Galway, St. Andrews

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

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

E-MAIL ADDRESS: \_\_\_\_\_

☐ Provisional approval has been granted for the use and location as submitted. Approval does not constitute any review or approval as to the adequacy or sufficiency of the design of the structure itself. It is recommended you obtain a certificate of insurance and contractor's license number, if applicable, from your contractor. ***It is the responsibility of each homeowner, or their contractor, to contact the Village of Shorewood for any required permits and JULIE to locate utilities.*** All work must be in compliance with all state and local requirements. This approval will expire six months after date of provisional approval.

☐ The following conditions shall apply:

☐ Your plans cannot be approved at this time for the following reason(s):

**For Office Use Only:** Homeowner is current on dues: \_\_ yes / \_\_ no \_\_\_\_\_ initial.

Committee Signature(s): \_\_\_\_\_

Date Provisional Approval Granted: \_\_\_\_\_ Date Scanned: \_\_\_\_\_

Date Homeowner Informed of Approval: \_\_\_\_\_ Initial: \_\_\_\_\_ Via: \_\_\_\_email / \_\_\_\_ call

Date Final Approval/Completed/Inspected: \_\_\_\_\_ Initial: \_\_\_\_\_

**Return form with required info to Bay Property Services for Review: [ARC@baypropertieservices.net](mailto:ARC@baypropertieservices.net).**

**Contact clubhouse office when completed for inspection and final approval. Phone: 815-725-9922**