

HELEENA HILLS HOA
REQUEST FOR ARCHITECTURAL APPROVAL

HOMEOWNER NAME: _____

ADDRESS: _____

PHONE #s: _____

EMAIL ADDRESS: _____

DATE SUBMITTED: _____

The Board of Directors has 30 days to review your request. Please wait for written approval before starting any projects.

For Painting: The homeowner is required to paint, at homeowner expense, a 1' X 2' (approximately) section of the home in a conspicuous area to receive visual ACC committee approval of color. Contact Property Manager when section is ready for inspection. This is in addition to the required items listed below.

TYPE OF MODIFICATION:

___ ADDITION ___ FENCE ___ EXTERIOR PAINTING ___ DECK/PATIO

___ OUTBUILDING ___ PORCH ___ ROOF ___ OTHER: _____

___ LANDSCAPE MODIFICATION (DESCRIBE) _____

IMPORTANT: PLEASE ATTACH A DETAILED DESCRIPTION OF IMPROVEMENTS/MODIFICATIONS, INCLUDING THE FOLLOWING INFORMATION, IF APPLICABLE, AS WELL AS A PLAT MAP SHOWING LOCATION OF MODIFICATION:

- | | |
|--|---|
| 1. Location | 7. Plans/Drawings/Photo/Brochure |
| 2. Size | 8. Roof Design |
| 3. Color Swatch/Name | 9. Exterior Finish |
| 4. Material | 10. Dimensions |
| 5. Contractor | 11. Utilities |
| 6. Copy of Property Plat Map, with Proposed changes/ Additions shown | 12. Types of plants, quantities, addition or removal, existing or new plant bed, edge treatment |

WHAT IS YOUR ESTIMATED START DATE?: _____

WHAT IS YOUR ESTIMATED COMPLETION DATE?: _____

THE COMMITTEE RESERVES THE RIGHT TO REQUEST MORE INFORMATION TO CLARIFY THE REQUEST. REQUESTS FOR MULTIPLE CHANGES SHOULD BE SUBMITTED SEPARATELY.

ALL APPLICATIONS SHOULD BE MAILED TO: 8933 Market Place Suite H Lake Stevens, WA 98258 OR EMAILED TO: terijohnson@johnlscott.com

****NOTE: Homeowner is responsible to assure all city approvals are received and that all city and HOA Covenants & Restrictions are adhered to. Homeowner is responsible for any drainage areas affected by any modifications.**

Page 1 of 3 (pg 2 is for internal use and will be forwarded to the board of directors for their response along with this completed form, pg 3 lists guidelines for filling out the form)

BOARD OF DIRECTORS RESPONSE FORM

Date Received: _____ Complete Information Received: ___ Yes ___ No

If No, Additional Information Required: _____ _____
Date Notified Homeowner need additional information: _____

Date Received Complete Information: _____

Date: _____

Approved: _____ Approved with Revisions: _____ Not Approved: _____

Revisions Required: _____

Reasons for Denial: _____

BOARD OF DIRECTORS Representative: _____

Notification to homeowner forwarded on: _____ by _____

Guidelines for Submitting an Architectural Request

In order to submit a request for architectural changes you must adhere to the following guidelines.

1. Fill out the attached “**Request for Architectural Approval Form.**” Please include all the requested information including but not limited to; location, size, color, building material, exterior finish, dimensions, utilities, and types of plants quantities to be used.

If applicable, please include with your request a copy of your **Plat Map or Lot Survey.** You should have received this document at your closing. If you do not have a plat map you will need to contact the county. Please draw the location of the proposed item directly on the map.

2. You must also include a **brochure, photo, picture or drawing** of what the project will look like when it is completed. For exterior painting please include your paint swatch.

Your request cannot be processed without all of the above information included.

Incomplete requests will be returned to the homeowner for completion.

*IT MAY TAKE UP TO **30 DAYS** TO PROCESS AN ARCHITECTURAL REQUEST AND RETURN A RESPONSE TO THE HOMEOWNER. PLEASE PLAN YOUR REQUEST AND PROJECT ACCORDINGLY.*

NO PROJECT CAN BEGIN WITHOUT WRITTEN APPROVAL FROM THE BOARD OF DIRECTORS.