|  |  |  |
| --- | --- | --- |
|  | This application form is MANDATED by the Association’s Covenants, Conditions, and Restrictions (CC&Rs).  Failure to comply with the CC&Rs and Architectural Control Guidelines may subject a homeowner to legal action, legal fees and/or other charges per RCW 64.38.020 (11), CC&Rs Article 5.B.  Any assessed amounts may be used to place a lien on the home until there is compliance. |  |

All works of improvement shall be performed in a manner consistent with the Architectural standards of the existing structures and fences.  
Depending on the scope of your project, some or all of the following information should be submitted with this Architectural Control Committee (ACC) request. Attach additional drawings to this form.

1. **Description of proposed improvement, including modifications, additions and/or changes. Provide sketches, dimensions, etc.**
2. **Description of all finish materials, textures and color schemes. Include paint chips, specifying where each color is to be used. Specify roofing specs including weight and color.**
3. Complete dimensions of proposed improvements, including measurements of improvements in relation to residence and lot lines.
4. Drawings to show affected elevations (if applicable).

“GOOD NEIGHBOR” NOTIFICATION: We encourage you to review your plans with your neighbors who own property adjacent to, facing and/or are otherwise impacted by your proposed improvement(s). Neighbors may provide input directly to the ACC if they have comments. Neighbors’ approval/disapproval shall be advisory and is not binding on the ACC’s decision.

I UNDERSTAND AND AGREE THAT:

1. No work on this request shall commence until written approval of the Architectural Control Committee has been received. Per CC&Rs the ACC has 30 days to review and approve/disapprove this application.
2. All improvements approved by the Architectural Control Committee (ACC) must be **completed within one hundred-twenty (120) days** after date of approval. Please notify the ACC if your project cannot be completed within the 120 days, so your application can be amended.
3. Within thirty (30) days of completion of improvements, written notification must be provided to the Architectural Control Committee (ACC) of such completion in order for the Committee to make its inspection as to compliance with approved plans and specifications.
4. All city, county, state and federal codes and regulations must be followed and are the responsibility of the homeowner.

http://olympiawa.gov/city-services/building-permits-and-inspections/need-permits.aspx

OWNER: Please initial and date after reading: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mail To: Woodfield Estates Homeowners Association**

**2501 Woodfield Loop SE**

**Olympia, WA 98501**

**Or E-Mail To**: [weha2501.acc@gmail.com](mailto:weha2501.acc@gmail.com)

**ApplicationDate**:

**Owner**:

Name

Address City State Zip

**Property Address:** **Lot #**

(If different from above) (optional)

Phone (Day/Eve/Cell) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email

Tenant’s Name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Architect, Engineer or Owner’s Representative (if applicable):

Name Phone

Address City State Zip

Proposed scope of Work:

**Proposed Start Date: Proposed Completion Date:**

**OWNER’S SIGNATURE:** Homeowner (Authorization of representative must be attached, if applicable.)

# ACC COMMENTS SECTION

INITIAL ACC APPLICATION

Application Returned Application Approved

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reasons for return/disapproval:

Common Reasons for Incomplete or Not Meeting Standards Applications

|  |  |
| --- | --- |
| Incomplete Application | Paint chip(s) needed |
| Description of materials to be used needed | House base color not approved\* |
| Sketch with building dimensions needed | Trim color(s) not approved\* |
| City/County permit needed | Shed roof/siding needs to be compatible with house |
| \* Paint colors must “*blend in with the natural surroundings and landscaping within Woodfield Estates*” (CC&Rs, Section 12) | |

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FINAL INSPECTION OF COMPLETED WORK:

Work Not Approved Work Approved

(Improvements must be completed within

120 days of approval)

Reasons for disapproval/action needed:

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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