



Maple Ridge Highlands HOA
c/o Bell Anderson Associates
10615 SE 256th Street
Kent, WA 98030

ARCHITECTURAL CONTROL COMMITTEE APPLICATION INFORMATION & INSTRUCTIONS

Modifications to the exterior of homes (including but not limited to alterations, repairs, painting or repainting, roofing or re-roofing, fences, sheds, patios, decks, additions, signs, antennas, satellite dishes, clotheslines, playground equipment, lighting, storm or screen doors and windows, temporary structures, artificial vegetation, exterior sculptures and fountains) or planting or removal of plants, trees or shrubs **may be subject to Architectural Control Committee (ACC) or Board of Directors approval. Approval must be received at least 30 days prior to the work being started.** There are three (3) exceptions:

- Painting – repainting or re-staining with the identical colors does not require ACC approval
- Roofing – re-roofing with the same material as the present does not require ACC approval
- Fences – repair or replacement of an existing fence with identical materials does not require ACC approval (See Covenants for approved stain)

If your works qualifies for one of these exceptions, you must still notify the ACC of this work at least 30 days prior to the work being started.

Submitting a request for architectural review:

All completed ACC Applications and supporting documentation must be mailed to the address noted above. No application will be reviewed without complete information and/or plans provided. Identify the property address, and provide applicable information from the following checklist:

Submittal Checklist

- ☐ Site Plan showing the location of modifications or additions.
- ☐ Elevation of the structure with reference to the existing and finished lot grades, fence heights and any possible view line from the street or adjacent properties.
- ☐ The general design (i.e. construction drawings, structural details, elevation drawings, etc.) and/or pertinent information necessary for the ACC to determine if the design is aesthetically pleasing and in compliance with the community standards.
- ☐ The exterior finish material and colors, including roofing materials, if applicable (color samples should be included with submittal).
- ☐ Neighbor Acknowledgement, if necessary (see list of modifications that require neighbor acknowledgement).



Neighbor Acknowledgement

When reviewing ACC Applications, the ACC takes into consideration many factors, including how the change will affect the neighboring homes in the community.

The following is a suggested list of items for which the ACC usually requests neighbor acknowledgement. Any type of modification that has the potential of impacting your neighbors must be considered:

1. Storage sheds, fences or other exterior structures visible from neighboring lots.
2. Rockeries, retaining walls, any grade or drainage alteration located on or near the property line. Refer to restrictions in the Covenants.
3. Pet enclosures visible from neighboring lots or in close proximity to property lines.
4. Playground equipment (i.e. swing sets, big toys, permanent basketball hoops), visible from above fence line or in close proximity to fence lines.
5. Gazebos or large trellis structures, visible from above fence line.
6. Decks visible from above fence line.
7. Air conditioners and specialty lighting.
8. Hot tubs / spas. Per Exhibit C of the CC&R's, a qualified engineer must be consulted for any in-ground pools at the tops of slopes and critical areas.
9. Play houses.
10. Structural modifications or additions.
11. Patio covers, awnings, sunrooms, screened enclosures, etc.

Review process by the Architectural Control Committee:

ACC Applications are reviewed at the monthly ACC meeting. At that meeting, the committee will review your application to confirm it is complete. Submitting an incomplete application may delay review of your proposal, as only completed applications are reviewed. If your application is not complete you should receive notice within 30 days. If complete, the ACC will consider the design, harmony with the existing structures, topography, view obstructions, impact to neighbor open space, and other factors.

After the determination has been made, you will be notified in writing regarding the status of your request. Possible determinations are: approved, denied, approved with conditions or pending (more information needed).

If you have not received a response within eight weeks of submission, please contact the ACC or the Secretary of the Board.

Compliance with local building codes is the responsibility of the homeowner. The committee recommends that research take place prior to submission to the ACC. For those elements requiring a building permit, proof of permit shall be submitted to the ACC.



**MAPLE RIDGE HIGHLANDS HOA
ARCHITECTURAL CONTROL COMMITTEE APPROVAL REQUEST**

Instruction: For detailed instruction and attachment criteria, refer to the Architectural Control Committee Application Information and Instructions. No application will be reviewed without complete information and/or plans provided. Please read the instructions carefully in order to avoid unnecessary delay in processing and timely review. Please complete this form using a blue or black ink pen. Thank you.

1. Name: _____
Address: _____
Phone: H - _____, W - _____
Email: _____

2. Address of proposed work: _____

3. Description of proposed work: _____

4. Estimated start date: _____, Estimated completion date: _____

5. **ACKNOWLEDGMENT OF PROPERTY OWNERS WHO ARE AFFECTED**
because they are adjacent and/or have a view of the proposed work.

Note to Property Owners Affected: Your signature does not constitute nor indicate approval/disapproval but merely indicates an awareness of applicant's intent. If you have any concerns with this application, please notify the ACC in writing within seven days of your signature date.

Name: _____ Date: _____ Address: _____

Name: _____ Date: _____ Address: _____

Name: _____ Date: _____ Address: _____

Name: _____ Date: _____ Address: _____

Name: _____ Date: _____ Address: _____

6. Attach supporting materials (photos, drawings, samples, maps, etc.)

7. **ACKNOWLEDGMENT OF APPLICANT:** I have read and acknowledge the Declaration of Covenants, Conditions and Restrictions, and the Architectural Control Committee Information and Instructions which govern the procedures for undertaking any addition and/or alteration to my property. Further, I have signed and included the additional Acknowledgement attached hereto.

Owner's Signature: _____ Date: _____



Acknowledgment of Applicant:

1. I understand that for construction of certain major projects, that I must obtain a King County building permit. Approval of a project by the ACC does not affect or alter that requirement.
2. I understand that any construction activity taken prior to ACC approval is not allowed, and that if alterations are made I may be required to return the property to its former condition at my own expense should this application not be approved wholly or in part. And further, that I may be required to pay all legal expense incurred if legal action becomes necessary.
3. I understand that members of the Architectural Control Committee are permitted to enter on my property to make reasonable inspection of proposed construction locations.
4. It is understood that I am aware of the Covenants, Conditions and Restrictions as they relate to my property.
5. The alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within six months of the approval date of this application and/or has not been substantially completed within twelve months.
6. I understand that any approval is contingent upon construction or alterations being completed in a workman-like manner, and be completed within the approved timeframe. Please note that the Board may impose fines should the project not be completed within the specified time frame.
7. I understand that if I disagree with the ACC ruling, an appeals procedure is provided directly through the Board of Directors.

Signature of Applicant _____ Date _____

This form may be electronically submitted via e-mail to the current property manager.