

Whipple Creek Place Homeowners Association
ARCHITECTURAL MODIFICATION REQUEST FORM (2 pages)

Return to:
c/o Suzanne Ashby
Invest West Management
12503 SE Mill Plain, Suite 260
Vancouver, WA 98684
Email: sashby@iwmhoa.com

To expedite review, please provide all requested information at least 30 days in advance of beginning work.

Incomplete applications will be returned for completion prior to the ACC review. Please note you are also responsible for obtaining any required county or utility permits before you begin your project. After project completion, the homeowner is responsible for notifying the ACC, within 30 days, to facilitate final inspection with the approved application. **Please refer to your CC&R's for your rights and responsibilities regarding architectural modifications.**

Date of Application: _____

| <i>To Be Completed by Invest West Management</i> | |
|--|--|
| Date Application Received | |
| Tracking/Reference Number | |
| Date Mailed to ACC | |

Owners Name: _____

Street Address: _____

Day Phone: _____ Evening Phone: _____ FAX: _____

Estimated Completion Date after ACC Approval: _____

(Note: Modifications must be completed within 180 days after receipt of approval, unless the owner has applied for and received a written deadline extension from the ACC.)

MODIFICATIONS to my lot will be: (Check all that apply or complete an application for each modification)

- | | |
|---------------------------------------|---|
| _____ 1. Landscaping, Retaining Walls | _____ 5. Satellite Dish, Air Conditioning |
| _____ 2. Fence | _____ 6. Painting, Staining |
| _____ 3. Patio, decking or covering | _____ 7. Roofing |
| _____ 4. Construction or Addition | _____ 8. Other (Please explain) |

SUPPLEMENTAL INFORMATION for EACH MODIFICATION – use additional paper as needed.

A. Briefly describe and identify materials (including landscaping) and locations on drawings:

Roofing _____
Siding _____
Patio, Decking _____
Fencing _____
Door _____
Other _____

B. Identify size and/or height of finished construction project or fence (can also be shown on drawings or plot plans): _____

C. Identify color of finished material (s), other than paint. Provide sample or detailed description.

D. Describe architectural style of project – provide a description or drawing of the project.

Examples:

- The fence will have a one-foot lattice board on top of the cedar slats or, the fence will be 1”X 6” cedar slat boards topped by a flat 1”X4” cedar board. The height of the fence will be staggered.
- The security door will be framed with a straight metal frame and a clear glass front.

Paint or Stain – identify the colors and location of each color. **Attach five (5) samples of each paint color. Each sample must measure at least 1” X 1.5”.**

| Paint Location | Color Description/Manufacturer/Paint Code | Finish (flat, satin or semi-gloss) |
|-----------------------|--|---|
| Main body of house | | |
| Trim color(s) 1. | | |
| 2. | | |
| Window Shutters | | |
| Door Color | | |
| Porch: Railing | | |
| Steps | | |
| Other (describe) 1. | | |
| 2. | | |

E. Submit drawings, plot plans, or landscape designs **with measurements** that show a simple footprint of where the work will be done on your lot in relation to your lot lines, fence lines, and position of your home and the size of the requested modifications. Landscape plans should identify plant materials.

F. Provide a list of attachments submitted with your application to aide in review. If attachments are beyond a standard paper size or cannot be easily copied, please provide six (6) copies of each attachment.

_____ **Check here if submitting application only with no attachments.**

| Name of Attachment | Number of Pages |
|---------------------------|------------------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

Please submit this application to Invest West Management. Thank you in advance for taking your time to complete the application and to provide all supplemental information. The ACC will make every effort to review your application in a timely manner.

| <i>To Be Completed by the ACC and/or Invest West Management</i> | | | |
|---|-----------------------------|-------------|--|
| APPLICATION STATUS | | | |
| ACC Action | Check All that Apply | Date | Project Compliance Inspection Date (maximum 180 days from approval) |
| Approved | | | |
| Denied | | | |
| Special qualifications or reasons attached | | | |

Approved By: _____ Date: _____

Signature: _____