

# Winterwood Estates

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Office (253) 631-9892 Fax (253) 630-0988

## ARCHITECTURAL CONTROL COMMITTEE PROJECT APPROVAL REQUEST FORM

Please fill out this form as completely as possible. This will expedite your approval.

Return to the Winterwood HOA office, in person, mail, or fax, include the first two (2) pages and any additional pages that pertain to your project(s).

### YOUR REQUEST WILL NOT REQUIRE A SAMPLE IF:

- You are using a building material that has been pre-approved.
- You are repainting your house the same color.
- You include all drawings needed to define your project (a fence for example) and complete list of all materials.

### YOUR REQUEST WILL REQUIRE A SAMPLE, HAND DELIVERED OR MAILED TO THE ACC OFFICE IF:

- You have chosen a non-approved material or color. Be prepared to bring a physical sample of material and manufactures specifications, indicating that the materials performance is equal to or exceeds the covenants criteria to an ACC meeting (or by making other arrangements with a member of the ACC). There can be no exceptions.

If you have any questions contact the Winterwood Estates ACC by sending an e-mail message to the ACC on the HOA e-mail address, [Winterwoodhoa@comcast.net](mailto:Winterwoodhoa@comcast.net). Please indicate that you are a Winterwood resident in the email subject line!

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### Homeowner address if different from job site:

Street Address: <hr/> City, State, Zip Code <hr/>
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### CONTACT ME VIA;

PHONE

EMAIL

LETTER

Date of Request Submission: \_\_\_\_\_

Period (days or start/end dates) required to complete project: \_\_\_\_\_

(If a project cannot be completed within a reasonable period of time, the project will be rejected. Likewise, if a project is not completed within the period specified, approval will be withdrawn, unless arrangements are made with the ACC to extend the project completion date prior to the end of the specified completion period.)

**Your information.** (Print clearly as this is for your return mail)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Kent, Washington 98042

**FOLD SHEET HERE**

Your phone number: (\_\_\_\_) \_\_\_\_\_  
Email address: \_\_\_\_\_  
DIVISION # \_\_\_\_\_ LOT \_\_\_\_\_  
**OFFICE USE ONLY---Will be completed by ACC and returned to you.**  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Your project plan for \_\_\_\_\_ has been:  
 Disapproved  
 Approved without conditions. Please complete within \_\_\_\_ days.  
 Approved with conditions.  
**CONDITIONS TO COMPLETE PROJECT**  
1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
 Plan for your project disapproved on for the following reasons:  
1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

# PROJECT - Exterior Stains or Paint

New color of house \_\_\_\_\_

New color of trim \_\_\_\_\_

My house and trim will be the same color.  
(This will expedite approval.)

- If you are changing colors or have chosen a non-approved material be prepared to bring to ACC, a physical sample of material and manufactures specifications, indicating that the materials performance is equal to or exceeds the covenants criteria. There can be no exceptions.

## PROVIDE COLOR CHART OR SAMPLE

ATTACH SAMPLES HERE



# PROJECT - Fence Construction

To help you plan your fence please read the following from the covenants:

## VIII.6 Fencing

- No fence, wall or hedge shall be erected, placed or altered on any lot nearer to any street than the actual front building setback line, except that nothing shall prevent the erection of a necessary retaining wall, the top of which does not extend more than two feet above the finished grade at the back of said wall.
- Variances may be granted only by the Board of Directors.
- No barbed wire fences shall be erected on any lot, nor shall horses be enclosed only by electric fences. However, electrified wood or woven fences are encouraged, provided they are approved by the Architectural Control Committee prior to installation or construction.
- NOTE:

The set back line is the front edge of the house, however, chain link fence has to be behind the set back line, which means at the rear edge of the house. Wooden fence can start at the front set back line.

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**Indicate locations on plot map. Show location of all buildings**

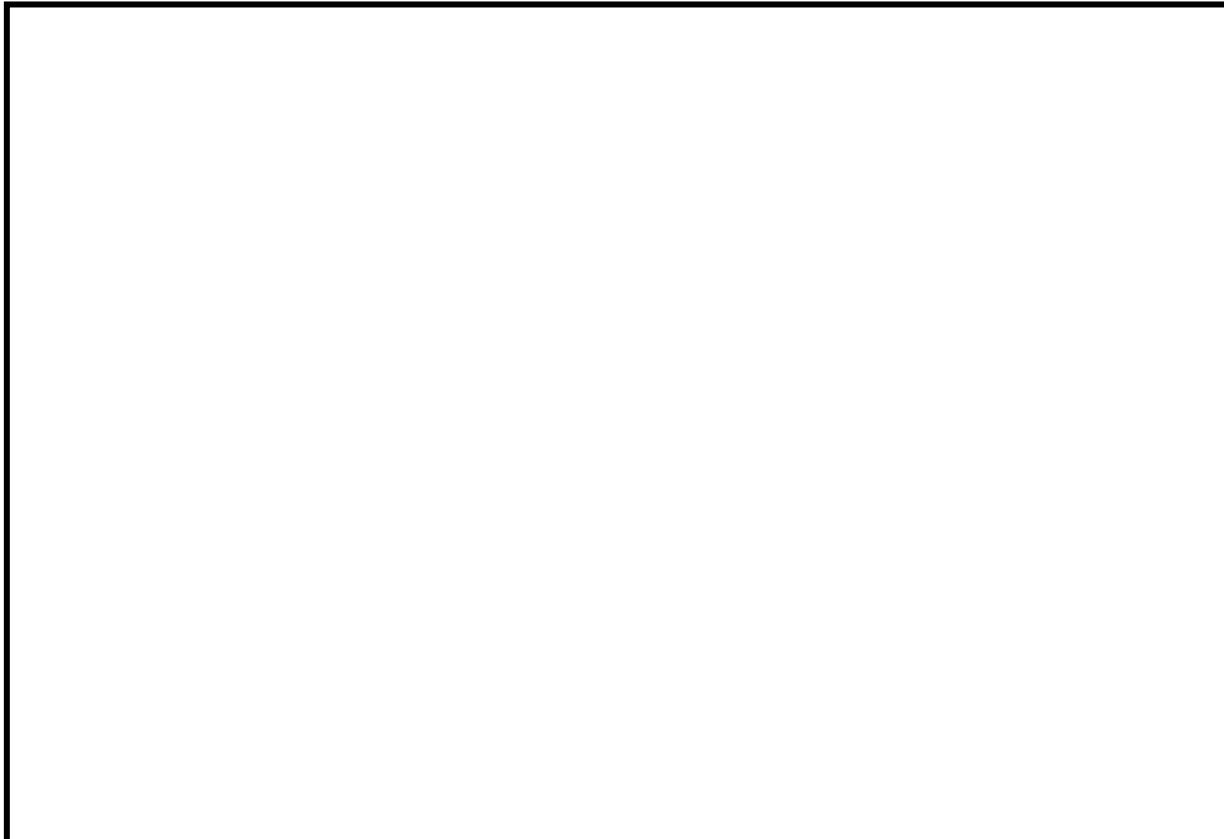
Type of fence, description \_\_\_\_\_

Height \_\_\_\_\_ Color \_\_\_\_\_

Material type \_\_\_\_\_

Attach sketch or spec sheet as needed.

NOTE: Most (not all) plot maps are available from the HOA files in the HOA office.



# PROJECT - Tree Removal

To help you plan your tree cutting please review the following from the covenants:

## VIII.10 Tree Removal

- Removal of trees and shrubs and clearing of any lot shall have the prior approval of the Architectural Control Committee.

**On plot map indicate location of trees to be cut and trees remaining. Indicate location of all buildings.**

**Reason for removal:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Attach sketch or as needed.

**NOTE: Most (not all) plot maps are available from the HOA files in the HOA office**



# PROJECT- Structure Modification / Addition / Building Exterior

To help you plan your project and to prevent any delay in the approval of your project, please read the following from the covenants;

This information can be found at <http://winterwoodhoa.com/>. For assistance please contact a board member.

- VIII.4 Building Exteriors
- VIII.5 Roofing Materials
- VIII.7 Other Building Requirements
- VIII.9 Screening

Attach drawings pictures or spec sheet as needed.

NOTE: Most (not all) plot maps are available from the HOA files in the HOA office

Type:  Deck  Shed  Barn  Screening  
 Other-describe \_\_\_\_\_

Builder's Name \_\_\_\_\_

Builder's Address \_\_\_\_\_

Phone \_\_\_\_/\_\_\_\_/\_\_\_\_ Contractors lic. # \_\_\_\_\_

Square footage \_\_\_\_\_ Siding material from approved list?  YES  NO

Roofing material from approved list?  YES  NO

**If you have answered no to any of the above, be prepared to bring to the ACC a physical sample of material and manufactures specifications, indicating proof that the material's performance is equal to or exceeds the covenants criteria. There can be no exceptions.**

Name of roofing material \_\_\_\_\_

Anodized Windows?  YES  NO

If not-describe type/material of window frame

TYPE OF FRAME \_\_\_\_\_

MANUFACTURE \_\_\_\_\_

- If you need assistance in getting copies of the covenants or any other information, check the Winterwood HOA website or contact a board member.
- If your project is structure modification/addition/building exterior, be sure to include drawings if needed. No work sheet is supplied.
- Attach any additional information you feel will assist the ACC members in their decision. Any decision can be appealed by contacting a member of the ACC. If you have any questions, please contact the WEHA office or a member of the ACC. Your presence at the scheduled ACC meeting is not required, but may be helpful if there are questions on your plans. We will be glad to help. You will receive notice of approval/disapproval within 30 days.
- It is each individual homeowner's responsibility to check with King County for code and zoning requirements for your project.

Residential Products Section

Permit Application 206-296-6600

Zoning information 206-296-6655

Contractors may be checked at this State of Washington web page

<https://wvs2.wa.gov/lmi/bbip/contractor.asp>