

Winterwood Estates

P.O. Box 7035, Covington, Washington 98042 * O(253) 631-9892 * F(253) 630-0988

ARCHITECTURAL CONTROL COMMITTEE (ACC) PROJECT APPROVAL REQUEST FORM

Your request will not require a sample if:

- Using a building material that has been pre-approved.
- Repainting your house the same color.
- Include all drawings needed to define your project (a fence for example) and complete list of all materials.

Please **fill out this form as completely** as possible. This will expedite your approval. Return to the Winterwood Estates HOA office via drop box at the office, mail, or fax. Make sure to include the first two (2) pages and any additional pages that pertain to your project(s).

Your request will require a sample if:

- 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). 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. Please indicate "ACC Request" on the email subject line!

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Date of Request Submission: _____

Please note the ACC Committee meets on the last Tuesday of each month. Allow enough time for the approval process before beginning the project. In case of a true emergency, let the ACC know all pertinent information, including supporting documentation so it can be place in your file. The ACC makes every attempt to review requests all month long.

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 Likewise, if a project is not completed within the period specified, approval will be withdrawn, unless arrangements are made with the ACC to extend the project completion date prior to the end of the specified completion period.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:

Name: _____

Address: _____

Kent, Washington 98042

Phone number: (____) _____

Email address: _____

DIVISION # _____ LOT # _____

ACC to fill out the following:

Date: _____ / _____ / _____

Your project plan for _____ has been:

APPROVED. Please complete within _____ days.

CONDITIONALLY APPROVED. Please complete within _____ days.
Conditions to complete project.

1 _____

2 _____

3 _____

DISAPPROVED.
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

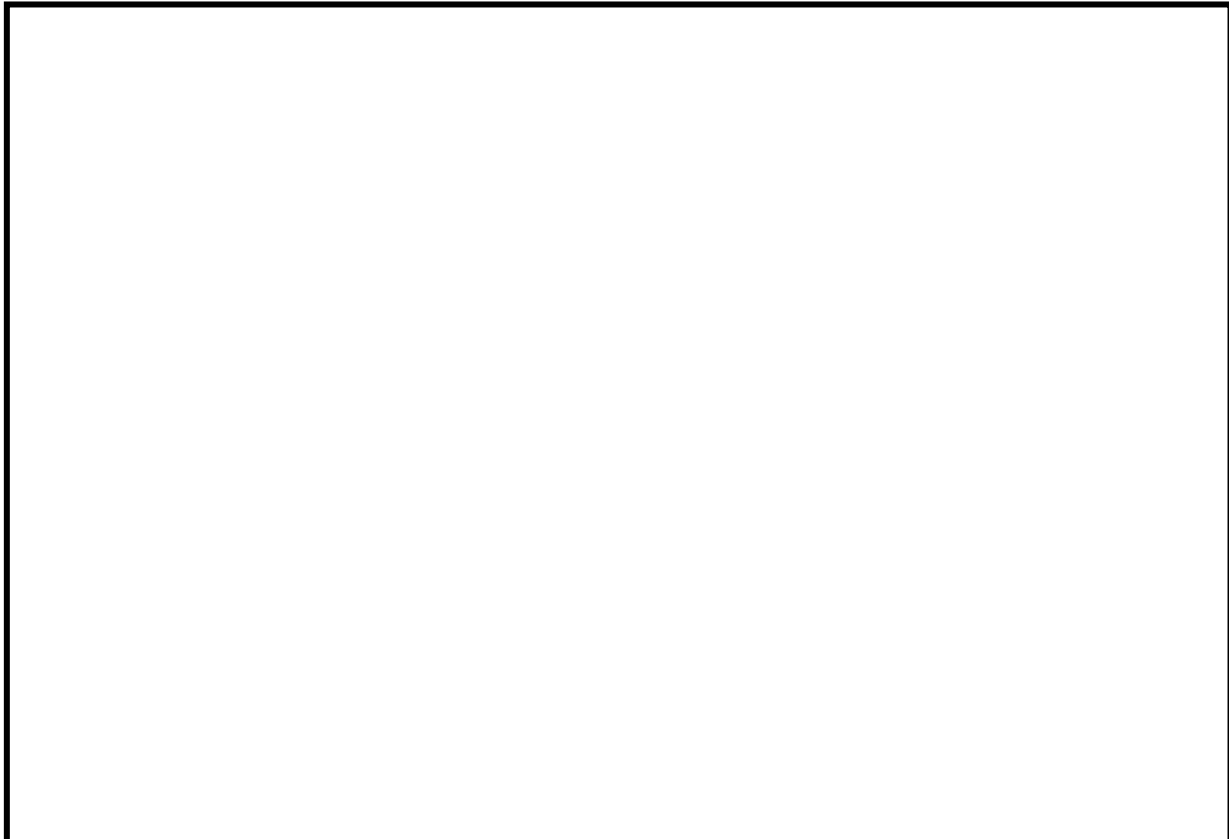
Type of fence, description _____

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.

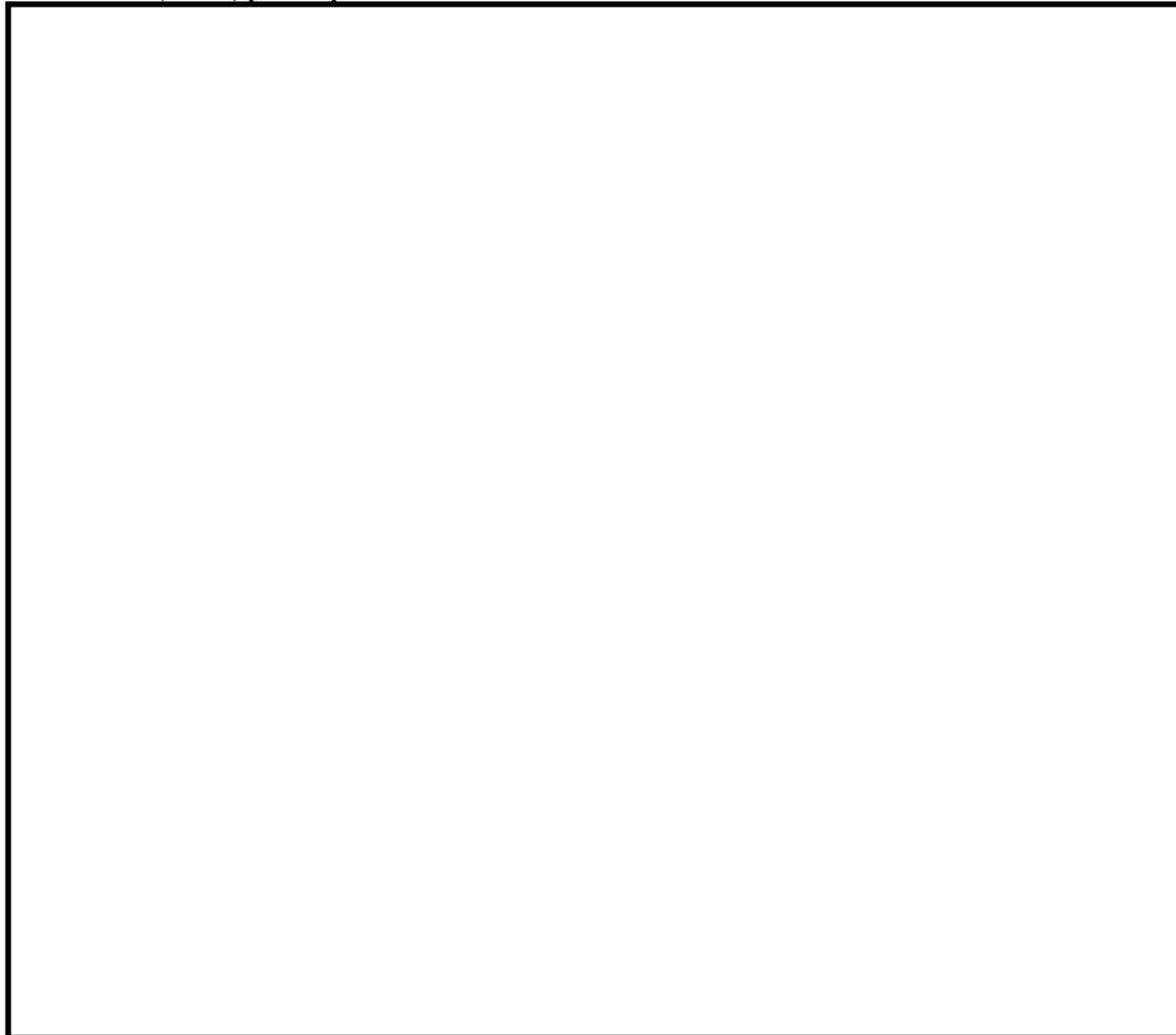
On plot map indicate location of trees to be cut and trees remaining. Indicate location of all buildings.

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 Estates 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>