

China Falls Homeowners Association

Architectural Change Application – Other Projects

Please refer to specific forms for Exterior Painting and Roofing projects. This form is for all other projects.

Deliver to: China Falls HOA, 8617 Martin Way East, Lacey, WA 98516 or info@vismanagement.com

Prepared On: ____ / ____ / ____

VIS Received On: ____ / ____ / ____

Owner Name(s): _____

Property Address: _____

Lot Number: _____

Mailing Address: _____

Daytime Phone: _____

Evening Phone: _____

Email Address: _____

Purpose of the Architectural Change Application

All outside projects, anything that is visible from the street or from a neighboring property – e.g., roofing, fencing, painting, siding, windows, driveways, major landscaping – require approval from the Architectural Control Committee of the Homeowners Association prior to starting work. This ensures that requested projects meet community guidelines, which help preserve the character of the neighborhood and the property values of all homes.

The ACC will review the request and approve or deny no later than 45 days after request is made (sooner, if possible). The HOA urges homeowners not to sign a contract prior to obtaining approval. Unauthorized work requiring approval is subject to a fine and a Stop Work Order.

Initial: _____

Neither China Falls HOA, the ACC nor the HOA Board makes any representations as to (i) whether approved work is in compliance with applicable laws, codes and regulations and/or (ii) whether such work requires permitting and/or engineering for legal compliance or safety purposes. Engineering, municipal inspections, permitting and compliance (including all related costs) are solely the responsibility of the applicant.

Initial: _____

ACC approval is strictly limited to submitted plans as may be modified or conditioned by the ACC. Any material deviations from plans as approved must be resubmitted for ACC approval, and the ACC and China Falls HOA Board reserve all rights and remedies with regard to alterations to approved plans.

Initial: _____

Purpose of Request:

(Briefly explain what you plan to do and why)

Details of Request: *(Explain specific details of the request, such as location, dimensions, height, color, etc. It is very important to include drawings, pictures, maps, and description of materials and/or paint chips. **Failure to provide sufficient detail will require back and forth with the ACC and will delay a decision on your request.**)*

Additional Comments:

If more space is necessary, please use another sheet and attach.

Will a temporary Sani-Can (aka Porta Potty) be placed on your property for your project(s)?

No, a Sani-Can WILL NOT be placed on the property.

YES, a Sani-Can WILL be placed on the property.

How many days will the Sani-Cans be on site?

Proposed Project Start Date: _____ / _____ / _____ **Estimated Project Completion Date:** _____ / _____ / _____

Neighbor Notification:

Please advise neighbors who own an adjacent or facing property or are impacted by the changes in your project. Neighbors are asked to review your application and sign or verbally acknowledge they are aware of the proposed changes; comments may be written on this form.

Neighbor signatures are not an approval or disapproval of the project. Signatures are only an acknowledgement that neighbors have been made aware that a project is being proposed.

Once this application has been submitted, the Architectural Control Committee (ACC) and Board of Directors is solely responsible for review and approval. **Failure to advise all affected neighbors will require back and forth with the ACC and will delay a decision on your request.**

Neighbor Name(s):

Address:

Their Response:

Neighbor Name(s):

Address:

Their Response:

Neighbor Name(s):

Address:

Their Response:

If more space is necessary, please use another sheet and attach.

By initialing and signing this ACC application, the owner provides acknowledgment of the following:

1. No work covered by this ACC application shall commence until written approval from the board of directors has been provided. HOA approval does not constitute approval to proceed if the required work permits have not been obtained from the City of Newcastle.

Initial: _____

2. All ACC applications (other than new home construction) that are approved must have work completed within ninety (90) days following approval.

Initial: _____

3. Within thirty (30) days of completion of the improvements the homeowner shall notify the Association in writing that the project is completed. The homeowner confirms that the project is in compliance with the approved plans and specifications. The Board and or Community Manager will inspect the project to confirm completion and compliance.

Initial: _____

4. Once an ACC application has been approved, all contractors / homeowners must abide by policies established by City of Newcastle and China Falls HOA pertaining to access, hours of work, noise and cleanup. Please be considerate of your neighbors and note that rule violations including work that creates noise during quiet hours may result in enforcement action, including fines.

Initial: _____

Owner Signature(s): _____