

Hunter's Ridge Homeowners Association Architectural Controls

APPLICATION PROCEDURE

Applications may be obtained from the Hunter's Ridge Home Owners Association board members and ACC committee members. (A copy is also included as Appendix A.) Completed applications should be returned to an Architectural Committee member.

Please note that a building permit issued by King County alone, does not authorize you to commence any work. As required by the recorded Declaration of Covenants relating to architectural control, the Association, acting through the ACC must first review and approve the proposed work to assure consistency with the design requirements of the Plat of Hunter's Ridge.

Please be sure to adequately describe the work you are proposing to do. If you have any questions, feel free to contact any member of the ACC directly or talk to a Hunter's Ridge board member. If your request is not clear, the ACC may deny your request pending submittal of clarifying information. Save yourself and the ACC some time - if you're not sure, ask.

Steps for application:

1. Fill out form, which can be obtained from any Board or ACC member.
2. As a courtesy, we recommend informing your immediate neighbors of the change.
3. Submit completed form to ACC.
4. ACC approval, conditional approval or disapproval.
 - a) If approved, see step 5.
 - b) If conditional approval, it is the responsibility of the owner to comply to the conditions set by the ACC.
 - c) If application not approved, it is the responsibility of the owner to meet the standards of the ACC and have application approved before project can begin.
5. Approved or conditionally approved copy delivered to Homeowner and to HRHA secretary.
6. Approval added to a master summary of all HRHA approvals.

The following information must accompany your application:

Site Plan: A site plan is most easily prepared by submitting a copy of your property plat description. Proposed changes/additions should be indicated, including dimensions and distances from adjacent properties and houses. This is required for all satellite dish requests.

Materials and Colors: Samples of the materials (where practical), colors to be used and an indication of the relationship to existing materials and colors must be provided. In most cases, a statement that the "proposed deck," for example, "is to be painted to match existing house" is sufficient. If the proposed color(s) are not the same as the existing colors, color chips must be submitted for clarity. All applications involving paint must have color number(s) and paint chips attached or the application will be returned.

Drawings and Photographs: A drawing of your proposed change/addition must be provided. Do not worry about any shortcomings in your drafting or artistic ability. Where applicable, submit manufacturer's literature or photographs as well as freehand or mechanical drawings. The amount of detail must be consistent with the complexity of the proposal. Relationships of architectural features such as existing and proposed roof lines, window sizes and locations, building heights, roof slopes, etc. must be shown.

Third Party Comments: If a neighbor has concerns with your proposed work, they will have seven days from the date of their signature to register their concerns with the Association. The ACC will then consider their concerns along with your application. Ultimately, however, the ACC decision will be based on the standards set forth in the CCR's and this document.

Dates: The estimated start date and completion date of the proposed work must be included on the application. Your work must be completed within ninety (90) days of approval.

Appendix A

APPLICATION: ARCHITECTURAL CONTROL COMMITTEE

Date Received: _____
Application #: _____

1. Name: _____

Address: _____

Lot:# _____ Home Phone: _____ Work Phone _____

INSTRUCTIONS: For detailed instructions and attachment requirements, please refer to ACC Guidelines and instructions on the back of this application form. NO application will be reviewed without COMPLETE information and/or plans. Please read the instructions carefully in order to avoid unnecessary delays in processing. PLEASE COMPLETE THIS FORM IN INK.

2. Description of Proposed Work: (Add additional pages if necessary) _____

3. Estimated Start Date: _____ Estimated Completion Date: _____ (Within 90 days of approval)

4. Are you working with an architect? Yes _____ No _____

5. King County DDES Building Permit Application No. _____ Date of Application _____

6. Name, address, and phone number of contractor:

_____ Contractor Phone # _____

7. ACKNOWLEDGEMENT OF APPLICANT: I have read and acknowledge the Architectural Controls, and have signed the instructions page for this form, which govern the procedure for undertaking any addition or alteration to my property.

Owner's Signature: _____ Date: _____

+=====+

FOR ACC USE ONLY: Is building permit needed? Yes _____ No _____
If yes, has permit been obtained? _____ Yes _____ No Permit No. _____

Approved: _____ Conditional Approval: _____ Disapproved: _____ Date: _____

Initials of ACC Members: _____

Conditions of Approval: _____

INSTRUCTIONS: For detailed instructions, refer to the Architectural Controls, "Application Procedure." For specific information, refer to the section pertaining to the type of work you are proposing. In addition to this application, you must submit the following attachments:

1. A site plan with the location of the proposed work drawn to scale with exact dimensions shown. Note distances from property lines and show relationship of proposed work to neighboring homes and open spaces.
2. Drawings or illustrations of the proposed work showing the design.
3. Description of materials to be used and include all samples i.e. paint chips.
4. Color: Note whether the color will match the existing house or trim of house, or attach a color chip for other color.
5. Grading plan if changes in grade or other conditions will affect drainage. **NOTE:** If your work will alter drainage patterns of adjacent properties, you **MUST** obtain the signature of the owner(s) who will be affected.
6. A separate written agreement signed by the affected lot owner if the proposed work falls on or crosses the property line at any point.

ACKNOWLEDGEMENT OF APPLICANT:

1. I understand that construction of certain projects requires that I obtain a King County (and possibly other government jurisdiction) building permit(s). The ACC or HRHA board is not responsible for informing homeowners if a building permit is necessary or not. This is the responsibility of the homeowner. Approval of the proposed work by the ACC does not affect or remove that requirement. Project will only get conditional approval until permits are obtained and copies given to the ACC.
2. I understand that starting any work prior to written ACC approval is not allowed and that if alteration or construction is done and this application is not approved, I may be required to return the property to its former condition at my own expense and that I may be required to pay all legal expenses incurred by myself and/or by the Hunter's Ridge Association if legal action becomes necessary.
3. I understand that members of the Architectural Control Committee may enter on my property to make reasonable inspection of the proposed work locations only with my prior approval. Without this approval, the ACC may be forced to deny the proposed work due to lack of facts on which to base a decision.
4. I am aware of the Hunter's Ridge Covenants, Conditions and Restrictions and Architectural Controls in regard to the review process.
5. The proposed work must be completed within 90 days of approval of the application by the ACC. Please discuss any problems or concerns you have with an ACC member.
6. I understand that approval is contingent upon all work being completed in a workmanlike manner with quality equal to or better than the original home construction.
7. I understand that if I disagree with the ACC ruling, I may appeal the decision to the Hunter's Ridge Home Owners Association Board.

Owners Signature: _____ Date: _____