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Please put "ACC Request" in e-mail subject line*

**ARCHITECTURAL CONTROL COMMITTEE (ACC)
PROJECT APPROVAL REQUEST FORM
(SEE SECTIONS VII AND VIII OF THE COVENANTS)**

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Instructions:

- Please read this document in entirety before completing the appropriate sections and submitting for review
- An ACC request form *is* required for all other exterior property changes.
- Each request should include pages 1 and 2. Include only those pages that specify the changes you want to request.
- Some changes will require a sample to be submitted for review. Your request will not require a sample if:
 - Using a building material that has been pre-approved.
 - Re-painting your house the same color and trim.
- 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 top of the stairs at the office (US Bank, 17601 SE 272nd St, Covington, WA), mail, or fax. Make sure to include the first two (2) pages and/or any additional pages that pertain to your project(s).

Your request will require a sample if:

- Using a non-approved material or color. Be prepared to bring a physical sample of material and manufacturer's 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.

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 an emergency, let the ACC know all pertinent information, including the supporting documentation so it can be placed in your file. The ACC attempts 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 Likewise, if a project is not completed within the period specified, approval will be withdrawn, unless arrangements are made with the ACC to extend the project completion date, prior to the end of the specified completion period.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:

<p>Name: _____</p> <p>Address: _____ Kent, Washington 98042</p> <p>Phone Number: (____) _____ E-Mail Address: _____</p> <p>Division # ____ Lot # ____ Completion Date: _____ (Send to winterwoodhoa@comcast.net)</p>

<p>ACC to fill out the following:</p> <p>Date: _____/_____/_____</p> <p>Your project plan for _____ has been: APPROVED</p> <p><input type="checkbox"/> by _____. Please complete within _____ days.</p> <p><input type="checkbox"/> CONDITIONALLY APPROVED. Please complete within _____ days. Conditions to complete project:</p> <p>1. _____</p> <p>2. _____</p> <p><input type="checkbox"/> DISAPPROVED. Plan for your project disapproved on for the following reasons:</p> <p>1. _____</p> <p>2. _____</p>
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PROJECT: Exterior Stains or Paint

Covenant Section VIII.4

New color of house* _____

New color of trim* _____

**Be prepared to bring a physical sample to the ACC of the material and manufactures specifications, indicating that the materials performance is equal to or exceeds the covenants criteria. There are no exceptions.*

PROVIDE COLOR CHART OR SAMPLE

ATTACH SAMPLES HERE



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:

- VIII.4 Building Exteriors (must meet King County codes)
- VIII.7 Other Building Requirements
- VIII.9 Screening (6 ft. high max., no canvas or tarps)

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

Attach drawings, pictures or specification sheets 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 (if applicable): _____

Builder's Address: _____

Phone _____/_____/_____ Contractor's License #: _____

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 manufacturer's specifications, indicating proof that the material's performance is equal to, or exceeds the Covenants criteria. *There can be no exceptions.*

PROJECT: Roofing

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

- VIII.5 Roofing Materials (minimum 350 lbs/sq, 40-year warranty)

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

All new or replacement roofing must be:

- Treated cedar shakes
- Natural clas/concrete tiles
- Stone coated steel shakes/tiles
- Fiberglass laminate shingles that are:
 - A. Fiberglass-asphalt composition
 - B. Laminated construction
 - C. Minimum 40-year warranty
 - D. Minimum weight of 350 lbs/sq
 - E. Minimum relief of 0.375 inches

Manufacturer and Model of Roofing Material:

Color: _____

Brochure included: YES NO

Contractor Name: _____

Contractor License Number: _____

Contractor Address: _____

Phone Number: _____

PROJECT: Fence Construction

To help you plan your fence project, 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 (6 ft. max.) _____

Color _____

Material Type _____

Attach sketch or specification sheet, as needed.

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

PROJECT: Tree Removal & Landscaping Changes

To help you plan your tree cutting & landscaping changes, please review the following from the Covenants:

VIII.10 Tree Removal & Landscaping Changes

- Removal of trees and shrubs, clearing of any lot, or other landscaping changes shall have the prior approval of the Architectural Control Committee.

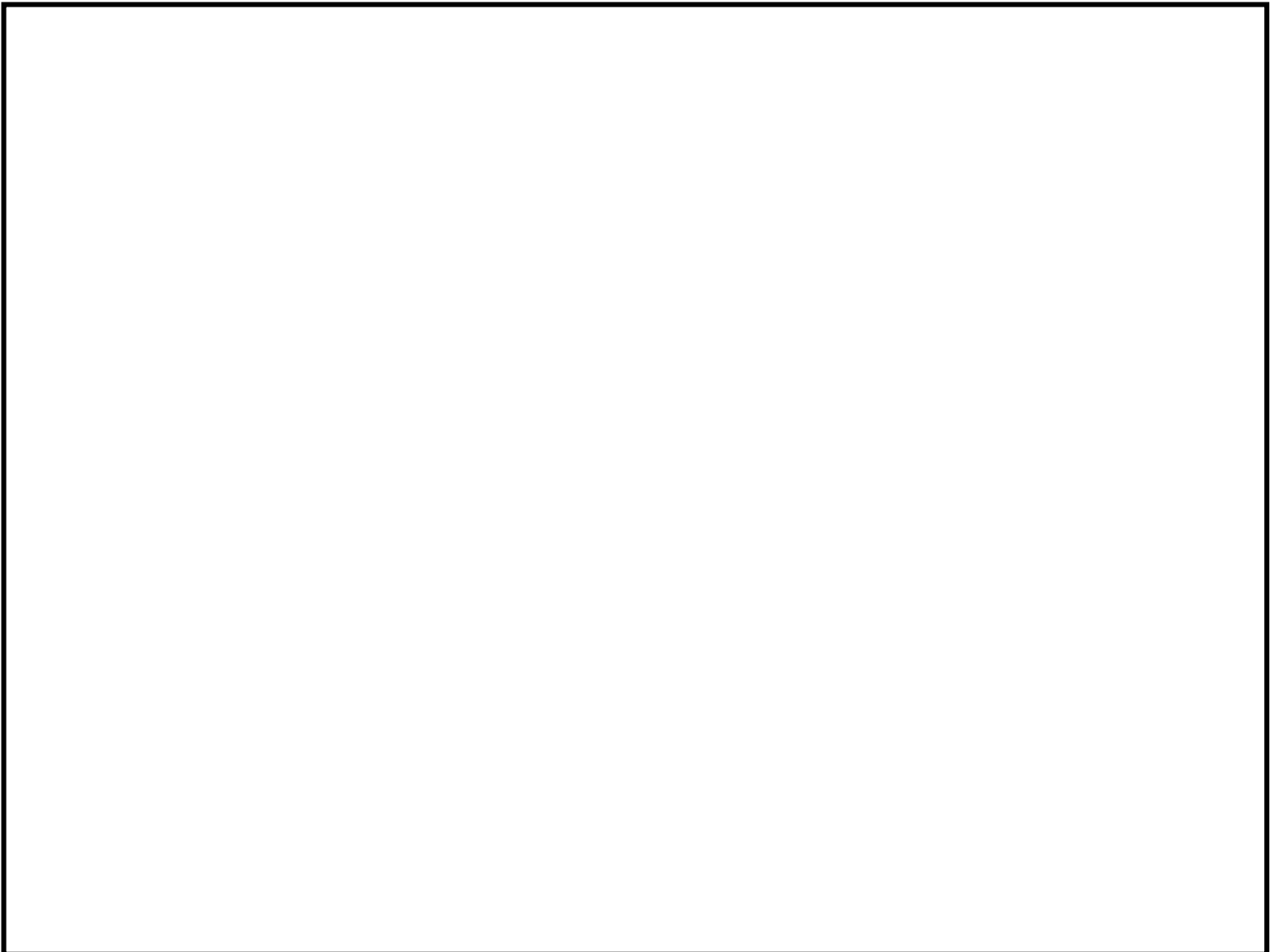
On Plot Map, indicate the location of the trees to be cut and trees remaining, and any other landscaping changes. Indicate location of all buildings.

Reason for removal/changes:

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: Mailbox Expansion

Requestor's Name: _____

Address: _____

Division #: _____ Lot #: _____

Telephone: _____ Emails: _____

Submit this request if one or more of the mailboxes are going to be replaced by a larger, locking mailbox(es). Consider coordinating the change with the rest of the homeowners in your mailbox stand to see if they would agree to change their mailbox at the same time.

Additional Instructions

- If you need assistance getting copies of the Covenants or any other information, check the Winterwood Estates HOA website, or contact a board member.
- If your project is a 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 WEHOA 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 requirement to check with King County for current code and zoning requirements for your project:

Department of Development and Environmental Services (DDES)

Website: www.kingcounty.gov/property/permits/info

Permit Information: (206) 296-6600

Contractors may be checked at this State of Washington web page:

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