

SUNSET RIDGE HOMEOWNERS ASSOCIATION
ARCHITECTURAL IMPROVEMENT REQUEST FORM

Owner's Name: _____
Address: _____

Phone No: _____

Phase: _____
Lot: _____

1) FENCE

Material: _____
Height: _____

Style: _____
Color: _____

2) HOUSE SIDING/PAINT

Material: _____

Color: _____

3) STORAGE SHED

Roofing Material: _____
Siding Material: _____
Flooring Material: Concrete [] Wood []
2 x 4 Construction: _____
Does it match your home? Yes [] No []

Color: _____
Color: _____
Other: _____
Other: _____

4) PATIO/DECK

Material: _____
PATIO COVERS/ROOFS
Material: _____

Stain/Color: _____
Color: _____

5) OTHER: _____

Material: _____

Stain/Color:

ESTIMATED: Start Date _____ Completion Date _____

(Work must begin within 60 days after approval and be completed within 120 after approval.)

****You must schedule an inspection of the project when completed with the ACC Committee.****

PLEASE INCLUDE THE FOLLOWING WITH THIS APPLICATION:

1. Plot plan showing setbacks, fence lines and position of buildings on your lot.
2. Drawings of any planned structures – Front, Side and Top Views, with dimensions.
3. Pictures, Brochures, or Color chips, if applicable.

PLEASE NOTE: All city/county codes must be adhered to, and all appropriate permits obtained.

***** IF YOU HAVE NO RESPONSE WITHIN 21 DAYS, PLEASE CALL INVEST WEST MANAGEMENT*****

OWNER'S SIGNATURE: _____ DATE: _____

APPROVAL SIGNATURE: _____ DATE: _____

FINAL INSPECTION BY ACC: _____ DATE: _____

Please deliver or mail to: Invest West Management Attention: Judy Saleg
12503 SE Mill Plain Blvd Suite 260 Phone: 360-567-4354
Vancouver, WA 98684 Fax: 360-254-9573

Approval Process

1. How do I obtain approval?

You must submit an Architectural Improvement Request form to our property management company, Invest West Management. The form itself can also be obtained from Invest West Management, or at the clubhouse.

2. What is required with the Architectural Improvement Request form?

You must complete all sections of the form that are applicable to your project. You also need to submit clear and complete plans for any project or modification. Plans can be hand drawn (using graph paper on the back) or computer generated. The plans should include front, side and top views of any proposed structure (you don't have to be a professional draftsman), including all dimensions. Most importantly, there needs to be a plot plan of your property (an overhead view) that accurately shows the location of the proposed structure, patio, etc., and your residence. Important dimensions, such as the project itself and setbacks from the property lines and residence also need to be shown clearly.

Remember: You can't give too much information, but if you provide too little your approval could be delayed.

3. Where do I send my completed package?

All documents should be mailed or hand delivered to:

**Invest West Management
12503 SE Mill Plain Blvd Suite 260
Vancouver, WA 98683
Phone 360-567-4354
Fax 360-254-9573
Attention: Judy Saleg**

(Faxed packages are no longer being accepted due to possible loss of critical detail in transmission.)

4. How long does it take to obtain approval?

The Architectural Control Committee has 30 days from the time the management company receives your application. However, you will normally receive a written response within (2) weeks. Submitting a *COMPLETE* application will ensure you receive a prompt response. If sent by mail, we encourage you to follow up with Invest West Management to make sure your package has been received and is in process. A log is kept of all requests.

5. How will I be notified of the Committee's decision?

Invest West Management will normally contact you via telephone and written correspondence. However, you may also receive a visit from a member of the Architectural Control Committee prior to its decision.

6. What if I disagree with the Committee's decision?

You have the right to appeal any decision to the Sunset Ridge Homeowners Association Board. *The first step is to notify the board within ten (10) days of receiving a "notice of denial."* Your "notification of appeal" must be submitted *in writing* to Invest West Management.

7. What action will follow my “notification of appeal?”

You will be contacted in writing by Invest West Management and given a date and time for your appeal hearing. This will be scheduled as soon as possible. You should bring to the meeting all documentation, including any additional information applicable to your appeal.

8. Once my project is approved, what is the final step for compliance?

You must call the Architectural Control Committee and request an inspection of the completed project. They will inspect the completed project to ensure it meets the basic design criteria and also complies with the approval given. You will then receive a signed-off copy of your original application, or a written summary of any additional work required before you can receive final approval. In either case you will be informed through Invest West Management or the ACC Chair.

9. What if I modify my property without prior approval?

You will likely be notified in writing and asked to apply for an Architectural Improvement that was not “pre-approved.” You will then be advised if any modification(s), or possible removal, is required. If you do not respond, or fail to take any of the required steps, your Board has the power to levy fines or turn the matter over to legal counsel for compliance.

It is important to note that it is not the Board’s desire to seek legal counsel for compliance, but rather to be reasonable and flexible. To that end, communication is essential. Ignoring the board’s request for compliance will only create additional expense for you personally and for your association.

We thank you for taking the time to read this material. We are your neighbors and want our community to represent the type of surroundings within which each of us desires to live. If you have any questions concerning either the appropriate design criteria or approval process, please contact:

**Invest West Management
12503 SE Mill Plain Blvd Suite 260
Vancouver, WA 98684
Phone 360-567-4354
Fax 360-254-5700
Attention: Judy Saleg**