

MAGNOLIA HEIGHTS PUD HOMEOWNERS ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE (ARC)

ACC REQUEST INSTRUCTIONS

General Instructions

1. The ACC Request Form should be submitted for approval by the ACC **prior** to any work, changes, additions, or alterations to the exterior portions of your property that are viewable from the street or common areas.
2. Such changes, alterations or work which require the prior approval of the ACC include, but are not limited to:
 - a. New home construction;
 - b. Painting the exterior of your home;
 - c. Replacing front doors, garage doors, front facing windows, siding;
 - d. Re-paving or adding of a driveway, walkway, decorative curbing;
 - e. Adding or replacing of a wall or fence;
 - f. Adding or replacing of an arbor, gazebo, swing set or major playground equipment;
 - g. Construction of a pool;
 - h. Adding or replacing a water softener, pool heater, or shed;
 - i. Replacing your roof or shingles on your roof;
 - j. Other items or alterations that are viewable from the street.

The above list of items is not intended by the ACC or Magnolia Heights PUD HOA to be a complete list of all work, alterations or changes that may need to be pre-approved by the ACC but instead is intended to provide the homeowner with a general sense of the items that require approval. Prior to submitting a request, please refer to the Declaration of Covenants, Conditions and Restrictions (CC&R's) for Architectural Guidelines.

3. The request form must be submitted to Magnolia Heights PUD HOA at the address on the form by the first day of the month in order for the request to be reviewed by the ACC and processed for that month. It may also be sent to MagnoliaHOA@mywaverlyhomes.com
4. The submission of the ACC Request Form does not in any manner relieve or excuse the homeowner from complying with all local ordinances, permitting requirements, or laws that may be relevant to the work, alterations or changes contemplated by the homeowner. The obligation to determine whether the requested improvement, alteration or addition complies with any applicable law, rule, regulation, code or ordinance is strictly the responsibility of the homeowner and not the association. The homeowner is required to obtain all required permits from local governmental entities.
5. Incomplete ACC Request Forms cannot be processed and will be returned to the homeowner without approval.

Additional Instructions for exterior painting requests:

A request for any paint color must include paint swatches or paint color samples attached to the ACC request form. Photo images or paint drop(s) on the ACC request form are not acceptable. Swatches or paint color samples will be retained by the association and not returned to the Homeowner. All exterior paint combinations are limited to a maximum of 4 colors.

MAGNOLIA HEIGHTS PUD HOMEOWNERS ASSOCIATION

3205 NE 78TH ST, SUITE 10

VANCOUVER, WA 98665

360-314-6877

ACC REQUEST FORM

Homeowner Information:

Print Name: _____ Address: _____

Phone #: _____ Email: _____

Describe your Request: _____

Date of Application: _____ Estimated Start date: _____

Estimated Completion date: _____

Attach any construction plans and material samples. This might include a list of materials like type and color of wood, stain, brick, metal, and possibly samples of materials (at the ACC's request) after the initial application. Also include plans, elevations, plot plans, designs, diagrams, shingle examples, or other items you want the ACC to consider when reviewing your request. For fences, pools, sheds, etc. you must attach a copy of your plot plan showing the proposed location.

PAINTING DETAILS: You must provide proposed paint colors for BODY, TRIM, FRONT DOOR, and ACCENT. Paint samples **MUST** be included with the request.

- 1. Body color name: _____ Paint code: _____
- 2. Trim color name: _____ Paint code: _____
- 3. Garage door color name: _____ Paint code: _____
- 4. Front door color name: _____ Paint code: _____
- 5. Decorative accent color name: _____ Paint code: _____

Undersigned agrees not to begin proposed work, changes, or alterations until the ACC notifies the undersigned in writing of its approval. The undersigned understands that if any exterior change is made before the request has received ACC approval, the ACC and the HOA have the right to require the undersigned to remove any improvement, alteration or change that has not been approved by the ACC from the undersigned's property.

SIGNATURE OF OWNER: _____ **DATE:** _____

FOR ASSOCIATION USE ONLY

APPROVED _____

NOT APPROVED _____ REASON(S): _____

DATE _____ ACC CHAIRPERSON SIGNATURE: _____