

# Twin Lakes Homeowner's Association Architecture Control Committee (ACC) - Submittal Form

Please make your description of the planned improvement project specific and detailed. Include site borders, house location on site, and all dimensions and elevations. If replacing paint or roof, include a sample of the new roof, a list of materials, "paint chip" (color samples) making sure to note which color is going on the main house, trim, doors, accents, etc., Provide an estimated completion date. If you are repainting your house (whether or not the color will change) submit a request form and include the "paint chip" color samples. Please review the "Architecture Information Sheet" - Page 2.

Today's Date: \_\_\_\_\_

Name \_\_\_\_\_ Div/Lot \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail: \_\_\_\_\_

Proposed improvement/change \_\_\_\_\_

\_\_\_\_\_

Additional Information/Comments: \_\_\_\_\_

Contractor \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_



Overhead View of Lot Showing Planned Improvement

This document or a copy of this document signed by the ACC is your official copy

Date Received: \_\_\_\_\_

### FOR ACC USE ONLY

Approved       Disapproved

Comments: \_\_\_\_\_

ACC Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notification sent to owner via:

Letter     E-mail     Fax     Phone

## Architecture Information

Please remember that any changes to the exterior of your property or residence, including remodeling, paint, driveway, ramps, steps, fences, sheds, roofs and landscaping, require '**prior**' approval by the Association's Architectural Control Committee. Copies of the CC&Rs and Rules & Regulations are available on this website [www.twinlakeshoa.com](http://www.twinlakeshoa.com) under the tab 'Association Covenants' or you can be mailed a copy upon request in which case the Association reserves the right to charge a reasonable copying and mailing fee to cover its costs. Home improvement work that requires '**prior**' approval includes but is not limited to:

- Roof replacement or repair (include small 2 x 2 inch sample)
- Exterior painting - even replacing existing color(s) (include paint swatches)
- Exterior Doors, Garage Doors (include pamphlets or pictures and color)
- Decks including repairs (include type of wood/composite materials and finishes)
- Fences including repairs & re-staining (include height, distances, plot plan, diagram and finish of fence)
- Major Landscaping (i.e. 25% or more change to existing landscaping) please include drawing with scope of work, list of materials and plants. If in doubt please call the office.
- Driveways, sidewalks, ramps, porches (include diagram with distances and finishes)
- Sheds (refer to Chapter 1, Section III, Item G of our Rules & Regulations)
- Gutters (written request including drawing and cross section)
- Remodels – including siding/stone/brick/ architectural details/roofline/chimney
- Additions – of any type. Need complete Architectural designs and details, approved City Permit, elevations, materials and finishes including colors, stains and styles.

**FOR ALL PROJECTS**, please provide a written request. If your project involves landscaping or construction, please include a drawing or diagram of the planned work, showing dimensions and distances and finishes of all materials you intend to use and include paint swatches. If you are working with a contractor, please include a copy of the signed contract for the intended work, the contractor's contact information, and the contractor's schematic drawing(s) pertaining to the planned work. Also include start and estimated completion dates and a scope of the project.

**\*\*Exclusion of any of the required information will delay the processing of your request, until all materials are received for review.\*\***

Bring your requests to the office during business hours which are Monday through Friday from 10:00 am to 3:00 pm. You can also mail them or drop them through our mail slot any time.

The Architectural Control Committee will review your request and either ask for further information or approve your request as quickly as possible. Please remember 30 days are allotted for a determination; please refer to our CC&Rs, Article IX, Section 2. To determine if your project will need a city permit, please check with the City of Federal Way's Code Compliance Officer, before beginning any work. A Compliance Officer for the city of Federal Way can be reached Monday through Friday at 253-835-2632.

Please note that approval from the City **DOES NOT MEAN APPROVAL FROM THE ASSOCIATION**. Any work that will produce significant changes in the appearance of your property requires '**prior**' approval of the Association's Architecture Committee.

As always, please call, write, or stop by the Association office with any questions.