

Architecture Information

Exterior Property Changes:

Any changes to the exterior of your property, including but not limited to remodeling, painting, driveways, ramps, steps, fences, sheds, roofs, and landscaping, require prior approval from the Association's Architectural Control Committee. Please review the [CC&Rs Rules & Regulations](#) or contact the HOA office for a copy of the documents.

Home improvement projects requiring prior approval include, but are not limited to:

- Roof replacement or repair (provide a photographic sample or link to product)
- Exterior Painting (include complete color details for siding, trim, and doors; a link to your color palette works best)
- Exterior and Garage Doors (provide a photographic sample or link to product)
- Decks and Porches (including a diagram showing the deck's location in relation to property lines, materials, and finishes)
- Fences (including repairs and re-staining; include height, length, a diagram showing the fence's location in relation to property lines, materials, and finish)
- Major Landscaping (25% or more change; include a drawing, scope of work, and materials/plants list. Submit hardscapes in a separate ACC request)
- Driveways, Sidewalks, Ramps, and Retaining Walls (include a diagram showing location, materials, and finishes in relation to property lines)
- Sheds (maximum size 8'x8'x8'; refer to Chapter 1, Section III, Item G of Rules & Regulations)
- Gutters (include siding and roof color, photographic sample, or link to product)
- Remodels (any visible exterior changes, such as siding, stone/brick, architectural details, windows, roofline, or chimney)
- Additions (that affect the external footprint of the home; must include complete architectural designs, approved city permit, elevations, materials, finishes, colors, and styles)

Any project requiring a trash bin or portable outhouse must be submitted as a separate request for HOA permitting. Permits are issued with specified time limits.

ACC Request Submission:

For all projects, submit a written request using the ACC form. If your project involves landscaping or construction, include a drawing or diagram with dimensions and distances of the planned work. If working with a contractor, include their schematic drawing(s). Provide the scope of work and the project's start and estimated completion dates or duration.

The Architectural Control Committee will review your request and may request additional information or approve it. Please allow up to 30 days for a response. Incomplete submissions will delay the approval process.

Permits:

To determine if your project requires a city permit, contact the City of Federal Way's Code Compliance Officer at 253-835-2632, Monday through Friday. Note: City approval does not automatically grant approval from the Association.

Contact Information:

For questions, contact the HOA office at 253-838-0464, email officemanager@twinlakeshoa.com. Our office is open by appointment only Monday through Friday, 9:00 AM to 5:00 PM. You can also submit requests via email, mail, or drop them through the HOA office's mail slot at any time.