

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, (link to 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 _____

Start Date: _____ Completion date _____

Contractor _____



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

Must be completed by _____ or approval is void

Architecture Information

Please remember that any changes to the exterior of your property or residence, including but not limited to 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 Rules & Regulations are available on this website www.twinlakeshoa.com under the tab Governing Documents. You may also contact the office to be emailed the documents or pick copies up at the HOA office. Home improvement work that requires '**prior**' approval includes but is not limited to:

- Roof replacement or repair (provide a photographic sample or link to product)
- Exterior Painting (provide complete colors for siding, trim & doors. Include your complete painting palette [a link referencing your selections works best]).
- Exterior Doors, Garage Doors (provide a photographic sample or link to product)
- Decks & porches including repairs, include a diagram that shows where the deck sits on the property in relation to the lot lines. Include materials and finishes (provide a photographic sample or link to product)
- Fences including repairs & re-staining (include height, length, a diagram that shows where the fence sits on the property in relation to the lot lines, materials, and finish of fence)
- Major Landscaping (25% or more change) please include drawing with scope of work, list of materials and plants. Submit hardscapes in a separate ACC request.
- Driveways, sidewalks, ramps and retaining walls. Include a diagram that shows where the hardscape sits on the property in relation to the lot lines, materials, and finish hardscape)
- Sheds (refer to Chapter 1, Section III, Item G of our Rules & Regulations) 8'x8'x8' max
- Gutters (include siding and roof color, photographic sample, or link to product.)
- Remodels – any changes visible on the exterior including siding/stone/brick/ architectural details/roofline/chimney
- Additions that impact the external footprint of the home –Need complete Architectural designs and details, approved City Permit, elevations, materials, and finishes including colors, stains, and styles.

Any project that will require a trash bin or portable outhouse needs to be submitted on a separate request for permitting by the HOA. Permits are issued with a time limit.

FOR ALL PROJECTS, require a written request using this ACC form. 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 if you are working with a contractor, please include the contractor's schematic drawing(s) pertaining to the planned work. Also include a scope of the project and either a start and estimated completion dates or a duration for the work with start date.

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. Any work that will produce changes in the appearance of your property requires '**prior**' approval of the Association's Architecture Committee. ****Exclusion of any of the required information will delay the processing of your request, until all materials are received for review.****

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.**

As always, contact the HOA office with any questions, 253-838-0464, officemanager@twinlakesHOA.com or stop by the Association office with any questions. Bring your requests to the office during business hours which are Monday through Friday from 9:00 am to 4:00 pm. You may also email, mail or drop them through the HOA office, mail slot any time.