

THE POINTE LACEY HOMEOWNERS' ASSOCIATION ARCHITECTURAL APPLICATION

***** Please Allow 30 Days for Processing *****

Failure to comply with the CC&R's and Architectural Review Guidelines may subject a homeowner to legal action, legal fees and/or other charges per RCW 64.38.020 (11), CC&R's Article IX & X and the Rules and Regulations. Any assessed amounts may be used to place a lien on the home until there is compliance.

THREE (3) complete copies (3 pages each) must be included with your application.

Mail To: The Pointe Lacey Homeowners' Assn.
c/o Vantage Community Management
8290 – 28th Ct NE, Ste C
Lacey, WA 98516

Deliver To: 8290 – 28th Ct NE, Ste C
Lacey, WA 98516

Contact #: 360-455-4464

From: _____ Date: _____
Owner

_____ Mailing Address City State Zip

Property Address: _____ Lot # _____
(If different from above)

Contact #'s: Day _____ Eve _____ Cell _____

Email _____

Architect, Engineer or Owner's Representative (if applicable):

_____ Name Phone

_____ Address City State Zip

Describe modifications, additions and/or changes. Provide sketches, color samples, dimensions, descriptions of all finish materials, etc. on page 2 ("Information Request").

Application Returned
(See ACC Comments Section)

Application Approved
(Improvements must be completed within 120 days of approval)

Date: _____

By: _____

THE POINTE LACEY HOMEOWNERS' ASSOCIATION ARCHITECTURAL APPLICATION

***** Please Allow 30 Days for Processing *****

INFORMATION REQUEST

Depending on the scope of your project, some, or all of the following information should be submitted with your request. Attach additional drawings to this form.

1. Description of improvement.
2. Location of residence on lot and dimensions from lot line. Indicate North arrow.
3. Complete dimensions of improvement proposed.
4. Measurements of improvements in relation to residence and lot lines.
5. Description of all finish materials, textures and color schemes. Include paint chips on each copy of request. Note clearly where each color is to be used.
6. Drawings to show affected elevations.
7. Height of trees at maturity.

NOTE: All works of improvement shall be performed in a manner consistent with the Architectural Standards of the existing structures and fences.

ACC COMMENTS SECTION

Reasons for return/disapproval:

Common Reasons for Incomplete or Does Not Meet Standards Applications

<input type="checkbox"/> Paint chips needed on all 3 sets/applications	<input type="checkbox"/> Trim color does not meet standards
<input type="checkbox"/> Requires 3 complete sets	<input type="checkbox"/> House base color does not meet standards
<input type="checkbox"/> Missing neighbor notification signature(s)	<input type="checkbox"/> Incomplete "Information Request" page
<input type="checkbox"/> Shed roof must be same as house	<input type="checkbox"/> Shed siding must be same as house
<input type="checkbox"/> Needs description of materials to be used	<input type="checkbox"/> Needs sketch with building dimensions

THE POINTE LACEY HOMEOWNERS' ASSOCIATION ARCHITECTURAL APPLICATION

***** Please Allow 30 Days for Processing *****

NEIGHBOR NOTIFICATION: The intent is to advise your neighbors who own property adjacent to, facing or impacted by the improvement(s) to your lot (property). Neighbors are encouraged to review your plans acknowledging the proposed changes or alterations to your lot. This is a "good neighbor policy" and they can sign the application and initial the plans if they choose to. Neighbors may provide input directly to the ACC if they have comments. Signature of this form is for notification purposes only. Neighbor approval/disapproval shall be advisory and is not binding in any way on the Architectural Committees' decision.

_____ Signature	_____ Printed Name	_____ Address
_____ Signature	_____ Printed Name	_____ Address
_____ Signature	_____ Printed Name	_____ Address

I UNDERSTAND AND AGREE THAT:

1. No work on this request shall commence until written approval of the Architectural Control Committee has been received.
2. All improvements approved by the Architectural Control Committee must be **completed within one hundred-twenty (120) days** after date of approval. Failure to complete the work within the prescribed period of time will cause the approval to be rescinded and resubmission will be required. Extenuating circumstances should be brought to the attention of the Architectural Control Committee.
3. Within thirty (30) days of completion of improvements, written notification must be provided to the Architectural Review Committee of such completion in order for the Committee to make its inspection as to compliance with approved plans and specifications. **(See attached "Notice of Completion" letter.)**
4. All city, county, state and federal codes and regulations must be followed and are the responsibility of the homeowner.

Proposed Start Date: _____ Proposed Completion Date: _____

SIGNATURE: _____

Homeowner (Authorization of representative must be attached, if applicable.)

**THE POINTE LACEY HOMEOWNERS' ASSOCIATION
ARCHITECTURAL APPLICATION**

****** Please Allow 30 Days for Processing ******

Notice of Completion of Approved Architectural Changes

DATE: _____

The Pointe Lacey Homeowners' Association
Architectural Control Committee
c/o Vantage Community Management
8290 – 28th Ct NE, Ste C
Lacey, WA 98516

RE: Lot _____ located at _____
Street address

Architectural Application Approval Date _____

This letter is to inform you that the modification, additions and/or changes requested on my Architectural Application have been completed. I am now ready for a final inspection by the Committee or its designated representative as to compliance with approved plans and specifications.

Please contact me to arrange for the inspection. I can be reached at:

Day _____

Eve _____

E-mail _____

Sincerely,

Signature

Printed Name