

**THE VILLAGE AT UNION MILLS
PROPERTY IMPROVEMENT REQUEST & INSTRUCTIONS**

I. PURPOSE OF THE ARCHITECTURAL PROCESS AND PROPERTY IMPROVEMENT REQUEST

Use this form to notify the Architectural Review Committee (ARC) of The Village at Union Mills HOA of proposed changes to your property including exterior home painting, fence staining or installing, exterior additions, construction, reconstruction, or alterations (including landscape). Describe the materials to be used including the color, shape, height, surface and location of any improvement. **Refer to Sections 6 & 7 of the Covenants, Conditions and Restrictions (CC&Rs) and Village At Union Mills Guidelines for a complete description of Design Review and Approval for Improvement Projects Processes and Owner Responsibilities and Requirements.**

II. FILL OUT THE REQUEST - Questions? Contact Vantage Community Management at hoa@vantagecommunities.net or (360) 455-4464, Monday-Friday 9:00am-5:00pm. A copy of the CC&Rs and Architectural Guidelines can be found on the association's website at:

[http://www. http://hometastic.com/sites/hpmi/villageum](http://www.http://hometastic.com/sites/hpmi/villageum)

1. OWNER INFORMATION

2. BRIEF DESCRIPTION OF PROJECT

3. AGREEMENT SECTION

Read and sign the agreement. Make sure to fill in the project starting and completion dates.

4. NEIGHBOR NOTIFICATION

The intent is to advise your neighbors who own property adjacent, or facing or who are impacted by the improvement(s) to your lot (property) line. If your neighbors are renters, please so indicate on the form. Neighbor approval/disapproval shall only be advisory and shall not be binding in any way on the ARC's decision.

5. EXTERIOR PAINTING

The CC&Rs establish the standard for painting in The Village at Union Mills HOA See Section 6 excerpt, below. **PLEASE NOTE: Include actual paint chips on each copy of the form. Note clearly where each color is to be used.**

6. OTHER IMPROVEMENT (Attach additional drawings or plans if necessary)

Please include the following information with your request:

- a) Detailed description of improvement.
- b) Location of residence on lot and the dimensions from lot lines, if changes to the exterior are proposed.
- c) Complete dimensions of proposed improvement.
- d) Measurements of improvements in relation to resident and lot lines.
- e) Description of materials and color schemes, including paint chips.
- f) Drawings to show affected elevations.
- g) If landscaping improvements include trees, please identify species and height of any trees at maturity.
- h) Name and contact information of Architect, Engineer, or Contractor.

III. COPY AND RETURN PROPERTY IMPROVEMENT REQUEST

- Remove this instruction cover sheet to keep for reference.***
- Keep a copy for yourself and mail or email the Property Improvement Request to Vantage Community Management.
- Include original paint chips on each copy of p. 3, and any attachments containing photos, drawings, etc.
- Keep the "Notice of Completion Letter" until your project is complete.
- The Architectural Review Committee shall render its decision on proposed applications within twenty (20) working days per CC&R's Section 7.4 (b) and Section 7.5**
- No work on this request should begin until written approval of the ARC has been received.

Mail or deliver the forms to **THE VILLAGE AT UNION MILLS**

Mail / Delivery	8290 28 th Ct NE, Suite C, Lacey, WA, 98516
Email	hoa@vantagecommunities.net

IV. MAIL "NOTICE OF COMPLETION LETTER" WHEN PROJECT IS COMPLETE

- Mail notice (on last page of application) within 30 days of the completion of your improvements.

THE VILLAGE AT UNION MILLS PROPERTY IMPROVEMENT REQUEST

1. OWNER INFORMATION			
Owner Info	Lot #	Date:	Name:
Property Address			
Mailing Address			
Phone	Day	Evening	Cell
Email			

2. BRIEF DESCRIPTION OF PROJECT _____

3. I UNDERSTAND AND AGREE THAT

1. No work on this request shall commence until written approval of the Architectural Review Committee (ARC) has been received.
2. All improvements, other than new residences, approved by the ARC must be completed within ninety days (90) following approval. Extenuating circumstances should be brought to the attention of the ARC.
3. **Within thirty (30) days of completion of improvements**, I (Lot Owner) will notify the ARC in writing of such completion in order for the ARC to make its inspection as to compliance with approved plans and specifications.
4. That the "Conditions of Approval" section of the Architectural Standards for my community shall apply to any approval.

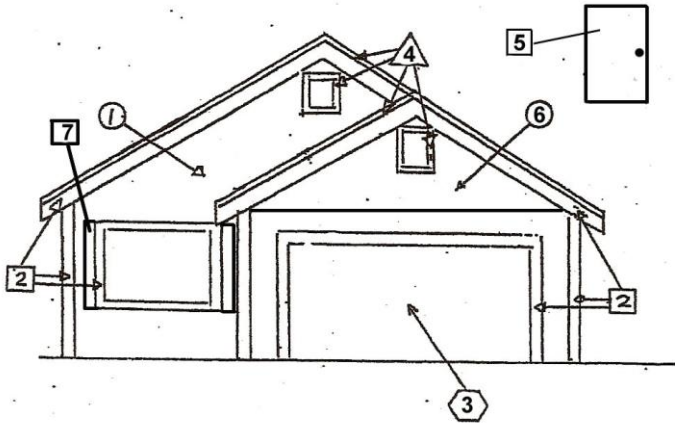
Proposed Starting Date: _____ **Completion Date** _____

Signature: _____
 Owner (Authorization of representative must be attached)

<input type="checkbox"/> Request Not Approved Incomplete or does not meet standards See attached ARC Application Reply for details Return Date: _____ Resubmitted Date: _____	<input type="checkbox"/> Request Approved Approval Good Through _____ (Work must be completed within 90 days after approval) Approval Date: _____ Approved By: _____ ARC Member Approved By: _____ ARC Member Approved By: _____ ARC Member
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**THE VILLAGE AT UNION MILLS
PROPERTY IMPROVEMENT REQUEST**

5. EXTERIOR PAINTING



**ATTACH PAINT CHIPS
BELOW ON EACH COPY:**

INDICATE COLORS TO BE USED:

Required Colors (Minimum number of colors=TWO):

1. Body _____
2. Trim _____
3. Garage Door (Body or Trim color) _____

Optional Colors (Maximum number of colors=FOUR; Body, Trim, Accent, Gable)

4. Accent (Optional) _____
5. Front Door (White or Accent Color) _____
6. Gable (Optional-Select from Body colors) _____
7. Shutters (Optional-Must be same as Accent Color) _____
- Other such as Window Boxes (Optional-Must be same as Accent Color) _____

6. PAINT STANDARDS (Guidelines Section 2.39 Painting). Committee approval is required for all painting, regardless of color. Colors outside of the original neighborhood pallet will be considered on an individual bases but shall generally be considered complimentary to the overall color scheme of the neighborhood. Exceptionally dark or bright colors that are clearly outside of the original pallet shall not be permitted. Special consideration will be given to requests regarding changes to the color of exterior doors. All garage doors shall remain white.

Original exterior paint colors for homes in The Village at Union Mills are all custom mixed and are based on the many different vinyl siding colors available at the time of construction. Please see pages 19—21of The Village at Union Mills color chart and paint mix formulas.

7. OTHER IMPROVEMENT (Attach additional drawings or plans if necessary)

THE VILLAGE AT UNION MILLS
PROPERTY IMPROVEMENT REQUEST-NOTICE OF COMPLETION LETTER

Notice of Completion of Approved Architectural Changes

**Please keep this form and mail it within 30 days of
completing your improvements.**

Thank you for following the Architectural Standards
of The Village at Union Mills

Mail to:

The Village at Union Mills
c/o Vantage Community Management
8290 28th Court NE, Suite C
Lacey, WA 98516

Date: _____

To: ARC Committee

From:

Owner: _____ Lot #: _____

Property Address: _____

Property Improvement Request Approval Date: _____

This letter is to inform you that the modification, addition and/or changes requested on my
PROPERTY IMPROVEMENT REQUEST have been completed.

Sincerely,

Owner Signature

Printed Name