

## Architectural Change Acknowledgement

1. I understand that construction of certain projects requires that I obtain a City of Mukilteo/Snohomish County (and possibly other government jurisdiction) building permit(s). Approval of the proposed work by the ACC does not affect or remove that requirement. ACC review is based on HHCO's internal guidelines and does not specifically apply the guidelines of the City of Mukilteo, Snohomish County or any other applicable governmental entity.
2. I understand that starting any work prior to written ACC notification and approval is not allowed and that if alteration or construction is done and this application is not approved, I may be required to return the property to its former condition at my own expense and I may be required to pay all legal expenses incurred by myself and/or the Harbour Heights Community Organization Association if legal action becomes necessary.
3. I understand that members of the Architectural Change Committee may enter on my property to make reasonable inspection of the proposed work locations only with my prior approval and I hereby give my permission for that. Without this approval, the ACC may be forced to deny the proposed work due to lack of facts on which to base a decision.
4. I am aware of the HHCO Covenants, Conditions and Restrictions and the House Rules & Regulations regarding architectural and community standards, and the review process.
5. The proposed work must be completed by the agreed upon estimated date of completion on the application to avoid potential fines. All ACR approvals are valid for no longer than 6 months. Delays or changes to project timing must be communicated to and approved by the ACC with a new form. Work not completed within six (6) months of commencement of construction, per the CC&Rs, may incur liens, and/or other legal action.
6. I understand that authorization is contingent upon all work being completed in a workman-like manner with quality equal to or better than the original home construction.

## Architectural Change Review

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Alt Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please provide all details to effectively evaluate your modification. Submission must include a detailed description of the project, including materials, plans or sketches, samples, and any other relevant information requested below. The Covenants and House Rules & Regulations should be reviewed prior to submission.

<b>Paint</b>	New Colors:
	Paint Brand:
	Color Codes:
	Start Date: _____ Estimated Date of Completion: _____
	<ul style="list-style-type: none"><li>• Color palette is limited to earth tones.</li><li>• Either a painted sample on your home or color chips may be required.</li><li>• Samples are not required if re-painting with the same colors, but this form is still required.</li></ul>

<b>Fence</b>	Start Date: _____ Estimated Date of Completion: _____
	<ul style="list-style-type: none"><li>• If staining, must use semi-transparent natural tone. No solid stain or paint as of 2020.</li><li>• Must attach plans or sketch to this form for review.</li></ul>

<b>Roof</b>	Start Date: _____ Estimated Date of Completion: _____
	Shingle Product Name:
	Color: _____ Thickness: _____
	Contractor: _____ Phone: _____
	<ul style="list-style-type: none"><li>• Material sample may be requested - Management to coordinate.</li></ul>

<b>Building &amp; Landscaping</b>	Start Date: _____ Estimated Date of Completion: _____
	Location of project:
	Description:
	Contractor: _____ Phone: _____
	<ul style="list-style-type: none"><li>• Must submit for any structural change or addition, detached building, landscaping projects exceeding \$1000, and any other permanent improvements.</li><li>• Must supply plans (architectural drawings) and materials list.</li></ul>

By signing this request, I understand and agree to the preceding acknowledgment page, and that no work on this request shall begin until written approval has been received from the Board of Directors or our management agent.

Owner's Signature: \_\_\_\_\_

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

For Board Use: