



Approval Process

1. How do I obtain approval?

You must submit a Request for Architectural Approval form to our property management company, Northwest Management Exclusive. The form itself can also be obtained from Northwest Management Exclusive. **There is no charge for the forms or for processing your request.**

2. What is required with the Approval Request form?

You must complete all sections of the form that are applicable to your project. You also need to submit clear and complete plans for any project or modification. Plans can be hand drawn -or they can be computer generated. The plans should include front, side and top views of any proposed structure (you don't have to be a professional draftsman), including all dimensions. Most importantly, there needs to be a plot plan of your property (an overhead view) that accurately shows the location of the proposed structure, patio, etc., and your residence. Important dimensions, such as the project itself and setbacks from the property lines and residence, also need to be shown clearly.

Remember: You can't give too much information, but if you provide too little your approval could be delayed.

3. Where do I send my completed package?

All documents should be mailed or hand delivered to:

**Northwest Management Exclusive, Inc.
1401 SE 163rd Avenue
Vancouver, WA 98683
(360) 896-8351
Managing Agent: Beth Thompson**

4. How long does it take to obtain approval?

The Architectural Review Committee has 30 days from the time the management company receives your application. However, you will normally receive a written response within two (2) weeks. Submitting a *COMPLETE* application will ensure you receive a prompt response. If sent by mail, we encourage you to follow up with Northwest Management Exclusive to make sure your package has been received and is in process. A log is kept of all requests.

5. How will I be notified of the Committee's decision?

Northwest Management Exclusive will normally contact you via telephone and written correspondence. However, you may also receive a visit from a member of the Architectural Review Committee prior to its decision.

6. What if I disagree with the Committee's decision?

You have the right to appeal any decision to the Westridge Place Association Board. ***The first step is to notify the Board within ten (10) days of receiving a "notice of denial."*** Your "notification of appeal" must be submitted ***in writing*** to Northwest Management Exclusive.

7. What action will follow my "notification of appeal?"

You will be contacted in writing by Northwest Management Exclusive and given a date and time for your appeal hearing. This will be scheduled as soon as possible. You should bring to the meeting all documentation, including any additional information applicable to your appeal.

8. Once my project is approved, what is the final step for compliance?

In certain instances, a member or members of the Architectural Review Board will visit your property on behalf of the Board of Directors. They will inspect the completed project to ensure it meets the basic design criteria and also complies with the approval given. You will then receive a signed-off copy of your original application, or a written summary of any additional work required before you can receive final approval. In either case you will be informed through Northwest Management Exclusive.

9. What if I modify my property without prior approval?

You will likely be notified in writing and asked to apply for an architectural change that was not "pre-approved." You will then be advised if any modification(s), or possibly removal, is required. If you do not respond, or fail to take any of the required steps, your Board has the power to turn the matter over to legal counsel for compliance.

It is important to note that it is not the Board's desire to seek legal counsel for compliance, but rather to be reasonable and flexible. To that end, communication is essential. Ignoring the Board's request for compliance will only create additional expense for you personally and for your association.

We thank you for taking the time to read this material. We are your neighbors and want our community to represent the type of surroundings within which each of us desires to live. If you have any questions concerning either the appropriate design criteria or the approval process, please contact:

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