

**Westridge Place Homeowner's Association (WPHOA)**

**ARCHITECTURAL MODIFICATION REQUEST FORM (2 pages)**

<i>To Be Completed by Northwest Management Exclusive, Inc.</i>
Date Application Received
Tracking/Reference Number
Date Mailed to ACC

Return to: Northwest Management Exclusive, Inc.  
 1401 SE 163<sup>rd</sup> Avenue  
 Vancouver, WA 98683

***Provide all requested information at least 30 days in advance of beginning work.***

**Incomplete applications will be automatically denied and returned for completion prior to the ACC review.** Please note you are also responsible for obtaining any required City, County, or utility permits before you begin your project. Within 30 days after project completion, the homeowner is responsible for notifying the ACC to facilitate final inspection of the approved application. **Please refer to your CC&R's and ACC Guidelines for your rights and responsibilities regarding architectural modifications.**

Where to get a copy of the applicable CC&R's and ACC Guidelines:

- 1) Northwest Management Exclusive
- 2) www.westridgeplacehoa.com under CC&R's or Forms

Date of Application: \_\_\_\_\_ Owners Name: \_\_\_\_\_  
Please print clearly

Street Address: \_\_\_\_\_  
Please print clearly

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Estimated Completion Date after ACC Approval: \_\_\_\_\_  
*(Note: Modifications must begin within 60 days of approval and completed within 120 days after receipt of approval, unless the owner has applied for and received a written deadline extension from the ACC.)*

**MODIFICATIONS** to my lot will be: (Check all that apply or complete an application for each modification)

- |   |   |
|---|---|
| _____ 1. Landscaping, Retaining Walls<br>_____ 2. Fence<br>_____ 3. Patio, decking or covering<br>_____ 4. Construction or Addition | _____ 5. Satellite Dish, Air Conditioning<br>_____ 6. Painting, Staining<br>_____ 7. Roofing<br>_____ 8. Other (Please explain) |
|---|---|

**SUPPLEMENTAL INFORMATION for EACH MODIFICATION** – use additional paper as needed.

- A. Briefly describe and identify materials (including landscaping) and locations on drawings:
- Roofing \_\_\_\_\_
  - Siding \_\_\_\_\_
  - Patio, Decking \_\_\_\_\_
  - Fencing \_\_\_\_\_
  - Door \_\_\_\_\_
  - Other \_\_\_\_\_
- B. Identify size and/or height of finished construction project or fence (can also be shown on drawings or plot plans): \_\_\_\_\_
- C. Identify color of finished material (s), other than paint. Provide sample or detailed description.  
 \_\_\_\_\_  
 \_\_\_\_\_

D. Describe architectural style of project – provide a description or drawing of the project including elevations and easements, if applicable.

Examples:

- The fence is constructed of 1x 6 cedar and 4x4 post and conforms to Exhibit A of the CC&R’s as shown for a side yard fence.
- The new shed is 8’ high at the highest point and will be roofed and sided with the same materials as the house and painted to match. Further it conforms to the ACC guidelines for Outbuildings.

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E. Paint or Stain – identify the colors and location of each color. **Attach five (5) samples of each paint color and a date stamped color photograph taken within 30 days of this application. Each paint sample must measure at least 1” X 1.5”.**

<i>Paint Location</i>	<i>Color Description/Manufacturer/Paint Code</i>	<i>Finish (flat, satin or semi-gloss)</i>
Main body of house		
Trim color(s) 1.		
2.		
Window Shutters		
Door Color		
Porch: Railing		
Steps		
Other (describe) 1.		
2.		

F. Submit drawings, plot plans, or landscape designs **with measurements, elevations and easements** that show a simple footprint of where the work will be done on your lot in relation to your lot lines, fence lines, and position of your home and the size of the requested modifications. Landscape plans should identify plant materials. Please refer to the State of Washington for a list of invasive species and avoid those or similar plants. **Use of invasive species will be automatically denied.**

G. Provide a list of attachments submitted with your application to aide in review. If attachments are beyond a standard paper size or cannot be easily copied, please provide five (5) copies of each attachment.

Check here if submitting application only with no attachments.

<i>Name of Attachment</i>	<i>Number of Pages</i>
1.	
2.	
3.	
4.	

Owner’s Signature: \_\_\_\_\_

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

Thank you in advance for taking your time to complete the application and to provide all supplemental information. Your participation in the architectural approval process ensures our subdivision maintains a high quality appearance. The ACC will make every effort to review your application in a timely manner. You will be notified in writing, consistent with the CC&R’s and Guidelines, of your application status.