

Exterior Modification Request Form

Proposal for changes or additions to Home or Landscaping

All exterior improvements or modifications require prior written approval.

Requests may take up to Thirty (30) days to review. Please plan accordingly and do not proceed without approval.

Owner(s) Name: _____ Lot #: _____

Property Address: _____

Mailing Address (if different): _____

Phone: _____ Alt. Phone: _____

Email Address: _____

Date submitted: _____

Date Received: _____

Considered Complete: _____

In accordance with the Associations Covenants, Conditions and Restrictions (CC&R's) and the Rules and Regulations, I request approval to make the following changes, alterations, renovations, additions and/or removals to my unit/property:

BRIEF SUMMARY OF PROPOSED PROJECT(s):

As applicable, I've attached plans and/or drawings which provide (if applicable):

- Product details, specs, etc.
- Size and dimension of the improvements;
- Exterior design, Exterior color scheme, finishes, etc.
- Exact location of the proposed modifications in relation to lot boundaries and structures
- Scheme for drainage and grading;
- Proposed landscaping design, tree maximum heights, description of materials, etc.
- **Any other requirements as described in the CC&R's and all current Policies.**

PROJECT DESCRIPTION: (include color, materials, square footage, measurements, etc.)

Please provide as much detail as possible to expedite the processing of your request.

ACKNOWLEDGEMENTS:

I understand that:

- As the Owner, I have the sole responsibility for ensuring full compliance with setbacks, easements, permits, fees, ordinances and restrictions and for providing adequate drainage as may be applicable to the project(s).
- Approval does not constitute approval by any other jurisdiction, regulation or restriction.
- If my project(s) does NOT COMPLY with the conditions of my approved application, I may be required to remove, restore or modify at my own expense.
- No modifications shall extend beyond my property lines or encroach upon any other lot, easement or utility. Any encroachments discovered will be restored at my expense.

I further understand and agree to the following provisions:

1. No work or commitment of work will be made until I have received written approval.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by myself or a contractor.
4. All work will be performed at a time and in a manner as to minimize interference and inconvenience to other unit/property Residents.
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work now, and in the future.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are associated with this project.
7. I will be responsible for compliance with, and will comply with, all applicable federal, state and local laws, codes, regulations and requirements in connection with this work. I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Association, its Board of Directors, agents and the Committee have no responsibility with respect to such compliance and that they make no representations or warranties.

Contractor or Person whom will be completing this project:

Name: _____ Phone: _____

If approved, the work would be started on or about: ____/____/____ and should be completed by: ____/____/____

Neighbor Acknowledgement: Depending upon the nature of the modification, the Board may require evidence that Owners have notified their neighbors of modifications. To expedite your request, Owners are encouraged to have their neighbors sign this Request Form. A neighbor's signature below acknowledges notification only, and does not imply consent or approval. They may contact Management with concerns.

Signed: _____	Name (written): _____	Address: _____
Signed: _____	Name (written): _____	Address: _____
Signed: _____	Name (written): _____	Address: _____

Signed: _____ **Date:** _____

Remember that Washington Law requires you to call before you dig prior to any digging or excavation project to protect you and underground utilities. Call 1-800-424-5555 or visit www.CallBeforeYouDig.org.

Submittal options: Email to: Jessica@ManagementSolutionsNW.com

Fax to: 1-888-620-2842

Or, Mail to:

Wyndham Ranch HOA
c/o Management Solutions NW
17404 Meridian E, Suite F PMB 228
Puyallup, WA 98375

OFFICE USE ONLY: DOCUMENTATION OF DECISION

Approved Disapproved Conditionally Approved Date: _____

Signed: _____ Recorded in Minutes dated: _____