

**SOUTH FIRS HOMEOWNERS ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE**

Maintenance, Remodeling and Landscaping Project Review

Homeowners planning significant exterior maintenance, remodeling or landscaping are reminded they are bound by provisions of the South Firs Declaration of Covenants and Restrictions concerning such projects.

Pursuant to the Covenants, the Architectural Control Committee (ACC) is to review plans for the following projects:

- Change of exterior paint or trim color
- Roof replacement with material other than split and re-sawn cedar shake.
- Exterior remodeling, including, but not limited to, alterations, additions and window replacement
- Exterior repairs and maintenance involving replacement with un-like materials
- Construction or placement of any detached outbuilding
- Construction or placement of fences, decks, patios, and other exterior structures
- Significant alteration of landscaping or tree removal (except when trees are dead, diseased or pose imminent risk to life safety or property damage)

The purpose of the review is to assist homeowners with ensuring changes will leave the property in harmony with others in the South Firs development as provided by the Declaration of Covenants and Restrictions. Homeowners are to submit to the ACC project proposal details using the form included as page two of this document, and include supplemental information identified by the appended notes. In general the project proposal submittal will include a written description of the project, and depending on its nature, architectural or engineering drawings, plans, specifications, sketches, diagrams, and material and color samples. Project review requests may be submitted to any ACC member, names as noted in the most recent SFHA annual meeting minutes. The ACC will review the proposal and respond in writing within 30 days indicating approval of plans, specific recommendations for amendment of the proposal, or explanation of reasons for disapproval.

Submittal Form

Project Review: Maintenance, Remodeling and Landscaping Projects

Please read the South Firs Covenants and Restrictions, and Roofing Material Guidelines before completing your project plan. Discuss the proposal with neighbors who may be impacted by the proposed changes. Proposals will not be reviewed by the ACC without complete information. Please read the instructions carefully and submit all required materials to facilitate timely review. Thank you.

Name: _____

Address: _____

Phone: _____ **Email:** _____

Project Address: _____

Project Description: _____

Estimated Project Start Date: _____ **Estimated Completion Date:** _____

Notes and Additional Instructions:

- Contact adjacent property owners to discuss your plans if the project is visible from their property, or the construction process will have impact on them.
- Many projects will require a King County building permit, or a review, inspection or approval by various government agencies. ACC review and approval of project plans does not affect or alter such requirements.
- Members of the Architectural Control Committee must be permitted reasonable entry to the property to make inspections of the site and construction activity related to this project.

- The approval granted by this review process will be revoked if the project does not commence within six months of the approval date of the review, has not been substantially completed within six months following project start date, or the plans are changed materially subsequent to approval.
- In addition to the review request form, submit the following attachments depending on nature of project:
 1. Site plan with location of improvement drawn to scale, or sketch marked with dimensions. Note distances from property lines and relationship of improvement to neighboring homes, open spaces, landscape features and landmarks.
 2. Drawings, images or illustrations showing design of proposed improvements.
 3. Nature and type of materials to be used.
 4. Include paint or stain samples (chips or color cards) for repainting or exterior remodeling projects when plans include a change from current paint scheme.
 5. Grading plan if changes in grade or are likely to affect drainage or in themselves constitute a significant element of the project.
 6. Landscape plan if review is for a landscaping project, or significant landscaping changes are to be made as part of a larger project.

Homeowner Signature: _____ **Date:** _____

Homeowner Signature: _____ **Date:** _____

FOR ACC USE:

Approved

Disapproved

Conditions of Approval: _____

ACC Signature: _____ **Date:** _____

ACC Signature: _____ **Date:** _____

ACC Signature: _____ **Date:** _____