

## Hidden Ridge II Homeowners Association Architectural Control Committee

Please submit all documentation to: [bod@hiddenridgehoa.com](mailto:bod@hiddenridgehoa.com)  
or via mail: Port Gardner, c/o Hidden Ridge II HOA, 2907 Hewitt Avenue, Everett, WA 98201

### Application for Additions and/or Alterations to Property

<b>SECTION I – Applicant Information</b>		
Name: _____	Lot Number: _____	
Property Address: _____		
Home Phone: _____	Alternate Phone: _____	
Email: _____		
Mailing Address (If different from property address): _____		
<b>SECTION II – Project Information – (please review HOA Governing Documents pertaining to your project)</b>		
Type of Request:		
<input type="checkbox"/> Exterior Paint / Siding	<input type="checkbox"/> Repair or Replace Roof / Gutters / Trim	
<input type="checkbox"/> Patio / Deck / Balcony	<input type="checkbox"/> Major Exterior Alteration (Room Addition, etc.)	
<input type="checkbox"/> Fence / Privacy Screen	<input type="checkbox"/> Major Landscaping / Rockery / Walkways	
<input type="checkbox"/> Heating / AC System	<input type="checkbox"/> Recreation Equipment (Trampoline, play set, pool, hot tub, etc.)	
<input type="checkbox"/> Storage Shed / Playhouse	<input type="checkbox"/> Sun Control Devices (Pergola, arbor, trellis, etc.)	
<input type="checkbox"/> Exterior Door / Window / Skylight	<input type="checkbox"/> Other _____	
Work performed by: <input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor: _____		
Estimated Start Date: _____ Estimated Completion Date: _____		
Detailed description of proposed project: _____ _____ _____		
<b>SECTION III – Neighbor Acknowledgement</b>		
<b>Note to Adjacent property owners:</b> Your signature DOES NOT constitute your approval but merely indicates an awareness of the applicant's intent. If you have any concerns with this application, please notify the HOA in writing within seven (7) days of your signature.		
Left	Printed Name _____ Address _____	Signature _____ Date _____
Right	Printed Name _____ Address _____	Signature _____ Date _____
Across	Printed Name _____ Address _____	Signature _____ Date _____
Rear	Printed Name _____ Address _____	Signature _____ Date _____

<b>SECTION IV – Check List</b>
<input type="checkbox"/> Completed Request Form (Including neighbor signatures & applicant signature)
<input type="checkbox"/> Plat plan of property showing lot dimensions
<input type="checkbox"/> Current color photo of house or property (depending on type of request)
<input type="checkbox"/> Scaled drawing or professional plans depicting: <input type="checkbox"/> Location of project on property <input type="checkbox"/> Elevations & Dimensions (height, width, length, etc.) <input type="checkbox"/> Existing and/or proposed drainage
<input type="checkbox"/> Detailed description of materials to be used. Photos and spec sheets are also helpful here.
<input type="checkbox"/> Color/Material Samples (if applicable) <input type="checkbox"/> Paint/Stain chips <input type="checkbox"/> Roof or Siding Material <input type="checkbox"/> Any processed or man-made materials (composite materials, polycarbonates, etc.)
<input type="checkbox"/> Product brochure or Manufacturers Literature to include: <input type="checkbox"/> Product photo <input type="checkbox"/> Product Description/Specs <input type="checkbox"/> Product Noise Levels or DB (AC/Heating, pools, hot tubs, etc.)
<b>Does the project require county or state permits?</b> (Copies of city permits are required after approval but prior to project commencement)
<b>SECTION V – Applicant Acknowledgement</b>
<ol style="list-style-type: none"> <li>1. I understand that an application lacking sufficient detail will be returned to me for additional information and thus delay the review process.</li> <li>2. I understand that a decision will be made within thirty (30) days of the HOA Office receiving a complete application.</li> <li>3. I understand that I may not commence any work on this project without written approval from the Board. If alteration or construction begins without written approval, I will be required to return the property to its former condition at my own expense as well as any fines that may occur in the event my application is denied.</li> <li>4. I understand that should I decide to change or modify the plans for this project, I will submit a follow-up application with any changes to the HOA and wait for additional approval.</li> <li>5. I understand that approval by the Board does not constitute approval by the City or County or any other agency with governing jurisdiction, nor does the Board review applications for structural integrity. I further understand that it is my sole responsibility to ensure that the project meets all applicable codes and/or setback specifications and have all other necessary permits and/or approval needed.</li> <li>6. I understand that approval by the Board expires one year from the date of the written approval letter and should I fail to commence the project within that time period, I will be required to re-submit my application for approval.</li> <li>7. I understand that all work must be completed in a reasonable and timely manner appropriate to the proposed project and shall be completed in a workman-like manner with quality equal to or better than the original construction.</li> <li>8. I understand that if my application is denied that I have the right to appeal the decision before the Board. I have thirty (30) days from the date of the original denial letter to submit my written request for reconsideration via the HOA Office. The Board will then have thirty (30) days in which to review the application and render a decision. Any determination made by the Board shall be final and binding.</li> </ol>
<b>SECTION VI – Applicant Signature</b>
I have read and understand the Covenants, Conditions & Restrictions, and the instructions as listed above which govern the procedure for undertaking any addition or alteration to my property.
Applicant Signature: _____ Date: _____

Disclaimer of Liability or Warranty. The approval of plans and specifications by the Architectural Control Committee applies only to the style, exterior finishes, appearance, and general location of the structures shown in such plans and specifications and shall not be relied upon as an approval or warranty regarding engineering and structural design, building or zoning code compliance, feasibility or marketability for any purpose, or compliance with applicable building ordinances, standards, or regulations.