

# ARCHITECTURAL CONTROL COMMITTEE REVIEW GUIDELINES

## Morris Management, Inc. Communities

**Modifications to the exterior of existing improvements** (including painting), **placement or posting of any object or thing on the exterior of any home, condominium or common area** (e.g., fences, sheds, patios, decks, additions, signs, antennas, satellite dishes, clotheslines, playground equipment, lighting, storm or screen doors and windows, temporary structures, artificial vegetation, exterior sculptures and fountains, carpet-to-hard-surface flooring conversion), **or planting or removal of plants, trees or shrubs may be subject to Architectural Control Committee (ACC) or Board of Directors approval.**

### **Submitting a request for architectural review:**

All plans and specifications must be submitted to the ACC. They should be sent or delivered to **Morris Management, Inc., 325 – 118<sup>th</sup> Avenue SE, Suite 204, Bellevue, WA 98005** or faxed to **425-283-5859**. They will then be forwarded to the ACC.

The written submission shall contain the name, address and telephone contact information of the owner submitting the proposal. Identify the lot or unit involved and provide applicable information from the following checklist:

### **Submittal Checklist**

- Site Plan showing the location of modifications or additions.
  
- Elevation of the structure with reference to the existing and finished lot grades, fence heights and any possible view line from the street or adjacent properties.
  
- The general design (i.e. construction drawings, structural details, elevation drawings, etc.) and/or pertinent information necessary for the ACC to determine if the design is aesthetically pleasing and in compliance with the community standards.
  
- The exterior finish material and colors, including roofing materials, if applicable (color samples should be included with submittal).
  
- Neighbor Acknowledgement, if necessary (see list of modifications that require neighbor acknowledgement).

## **Neighbor Acknowledgement**

When reviewing requests submitted, the ACC takes into consideration many factors, including how the change will affect the neighboring homes in the community.

The following is a suggested list of items for which the ACC usually requests neighbor acknowledgement. Any type of modification that has the potential of impacting your neighbors must be considered:

1. Storage sheds, fences or other exterior structures visible from neighboring lots
2. Rockeries, retaining walls, any grade or drainage alteration located on or near the property line
3. Pet enclosures visible from neighboring lots or in close proximity to property lines
4. Playground equipment (i.e. swing sets, big toys, permanent basketball hoops), visible from above fence line or in close proximity to fence lines
5. Gazebos or large trellis structures, visible from above fence line
6. Decks visible from above fence line
7. Air conditioners and specialty lighting
8. Hot tubs / spas
9. Play / Tree houses
10. Structural modifications or additions
11. Patio covers, awnings, sunrooms, screened enclosures, etc.
12. Conversion to hard surface flooring (generally not for single family homes)

## **Review process by the Architectural Control Committee:**

Upon the ACC's receipt of the above information, the committee will review your application to confirm it is complete. If your application is not complete you should receive notice within 30 days. If complete, the ACC will consider the design, harmony with the existing structures, topography, view obstructions, impact to neighbor open space, and other factors.

This process may take up to eight weeks. After the determination has been made, you will be notified in writing regarding the status of your request. Possible determinations are: approved, denied, approved with conditions or pending (more information needed).

If you have not received a response within eight weeks of submission, please call your Association Manager.

Compliance with local building codes is the responsibility of the homeowner and the committee recommends that research take place prior to submission to the ACC.

If the proposal includes common elements of a Condominium, it may be subject to an Agreement of Maintenance Responsibility and all associated legal, processing and recording fees.

**ARCHITECTURAL CONTROL COMMITTEE  
NEIGHBOR ACKNOWLEDGEMENT  
For Morris Management, Inc. Communities**

**Requestor to complete all items in this section.**

The owners(s) [neighbor(s)] of the specific lot(s) listed below hereby acknowledge and understand the modifications that (owners) \_\_\_\_\_ of lot/unit (#) \_\_\_\_\_ in \_\_\_\_\_ (name of community) (city) \_\_\_\_\_, (state) \_\_\_\_\_, (zip) \_\_\_\_\_ are proposing.

(attach site plan, diagrams, proposals and other details as necessary):

Project Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Neighbor Acknowledgement	Date:	Lot Number	Street Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

All owners of affected homes must sign. Use additional sheets as necessary.



# Architectural Control Committee Approval Request

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NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ UNIT / LOT: \_\_\_\_\_

PHONE(S): \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

COMMUNITY: \_\_\_\_\_

PROJECTED START DATE: \_\_\_/\_\_\_/\_\_\_ PROJECTED COMPLETION DATE: \_\_\_/\_\_\_/\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PHOTOS / DRAWINGS

Attach supporting materials for request (brochures, proposals, etc.)

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### **ACC USE ONLY:**

Incomplete / Pending – must submit:

Photos

Drawings / Plans

Other: \_\_\_\_\_

\_\_\_\_\_

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

Approved  Conditionally Approved  Denied

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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