

**SUMMIT OAKS HOME OWNERS ASSOCIATION
ARCHITECTURAL COMMITTEE APPLICATION FORM**

Fill out the form to describe the proposed work planned for the property. Attach drawings, sketches, and site plan and color choices to clarify the projects. The form can be mailed, emailed or faxed to Invest West for forwarding to the Architectural Review Committee. Allow a minimum of two weeks for board review. **No work is allowed prior to approval.** City of Camas building permits should be obtained prior to work beginning.

Date: _____ Name: _____

Address: _____

Daytime Phone #: _____ Email Address: _____

Contractor Name: _____

Phone #: _____ License #: _____

This application is for the following change to the property (please circle all applicable)

New structure: House Garage Shed Gazebo Porch Deck Dog Run Fence

Other: _____

External Remodel: House Garage Shed Gazebo Porch Deck Siding Windows Shutters

Awnings Roof Gutters Painting Other: _____

Hardscaping: Wall Retaining Wall Driveway Steps Concrete Work Statue Flagpole Fountain

Sidewalk Patio Major Landscaping Lighting Other: _____

Describe work to be done, materials to be used, colors, etc: _____

Expected Start Date: _____ Expected Completion Date: _____

Applicant's Signature: _____

For Architectural Board Use:

Date Received: _____ **Date Reviewed:** _____ **Action:** **Approved** **Denied**

SUMMIT OAKS HOME OWNERS ASSOCIATION ARCHITECTURAL COMMITTEE APPLICATION INSTRUCTIONS

PLEASE READ THESE INSTRUCTIONS PRIOR TO FILLING OUT THE APPLICATION FORM.
No work is permitted prior to the review and decision of the Architectural Committee.

The criterion used by the Architectural Committee is that any work involving a change to the exterior appearance of the property requires an application. This is for your own protection to ensure that changes to Summit Oaks property will not lead to a visual deterioration of our community. Our goal is to assist the residents of Summit Oaks HOA in maintaining their property, and making any changes necessary, while ensuring that the benefits of other residents are not infringed upon.

Please print legibly and complete all details. The provision of your daytime phone number and email address will make it easy for us to contact you with any enquiries during the application process.

In the case of any structure involving changes to the original, scaled drawings should be attached to the application. A site plan should be included, particularly in the case of walls or fences. For new construction, drawings must be of good, professional quality, showing all details and finishes.

Please note that applications will be granted only for the structures and changes requested on the application form, and that all work must be carried out to the best possible standard of workmanship, using good quality materials. **All work performed must have the proper permits by the City of Camas** and adhere to all building codes. Changes to the original application must be approved by the Architectural Committee.

Applications should be submitted to Invest West Mgt by mail or email at a minimum of three weeks prior to the start date of the project to allow committee members time to visit the site and review the application. Submit the form and supporting information to:

Aly Shellito
C/o Invest West Mgt
12503 SE Mill Plain Blvd Suite 260
Vancouver, WA 98684.

ashellito@iwmhoa.com

Fax: (360) 254 - 9573

Phone: (360) 567 - 4371

For legal reasons, applications can only be approved or denied. However, applications denied due to missing information can be resubmitted for review. All applications are reviewed and voted on within 30 days of the receipt of the application and necessary drawings per our governing documents.